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| --- | --- |
| **Program Name** |  |
| **Contract Number** |  |
| **Customer Name** **and Address** |  |
| **Customer Point of Contact (POC) Name** **and Title** |  |
| **Customer POC Phone Number** |  |
| **Customer POC Email Address** |  |
| **Period of Performance** | Month/Date/Year – Month/Date/Year |
| **Contract Type** |  |
| **Total Contract Value (TCV)** | $ |

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| --- |
| **Description of Work Performed:** |
| **Subcontractor(s) utilized in performance of this contract, description of the extent of work performed by subcontractor(s), along with the TCV of each subcontract:** |
| **QUALITY PERFORMANCE - Description of Quality of services and/or products delivered relative to the contract’s performance standards, including problem(s); corrective action(s) taken; and effectiveness of the corrective action(s):** |
| **SCHEDULE PERFORMANCE - Description of Schedule performance relative to completion of the contract, task orders, milestones, delivery schedules, and administrative actions, including problem(s); corrective action(s) taken; and effectiveness of the corrective action(s):** |
| **COST CONTROL (N/A for fixed price type contracts) - Describe the effectiveness in forecasting, managing, and controlling contract Cost, including innovations resulting in cost savings; timeliness and accuracy of invoices; and problem(s); corrective action(s) taken; and effectiveness of the corrective action(s):** |
| **MANAGEMENT – Describe the performance of contract management relative to coordination of activities needed to execute tasks and customer satisfaction, including the timeliness, completeness and quality of problem identification, corrective action plans, customer satisfaction, and timely award and management of subcontracts:** |
| **SMALL BUSINESS UTILIZATION - Describe compliance with all terms and conditions in the contract relating to Small Business participation:** |
| **REGULATORY COMPLIANCE – Describe compliance with all terms and conditions in the contract relating to applicable regulations and codes, including financial, environmental (example: Clean Air Act, Clean Water Act), safety, and labor regulations as well as any other reporting requirements in the contract:** |
| **OTHER AREAS OF PERFORMANCE – Describe additional areas of performance that are unique to the contract, including award fee, incentive, security issues, etc.:** |