**RELEVANT PROJECT EXPERIENCE TEMPLATE**

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| --- | --- |
| Official Company Name: | Click here to enter text. |

**GENERAL INSTRUCTIONS:**

The Technical Proposal shall consist of a written narrative with supporting data that addresses the technical performance requirements defined in the Section C of the solicitation. The Technical Proposal section shall be clear, concise, and include sufficient detail for effective evaluation and substantiating the validity of stated claims. The proposal should not simply restate or rephrase the Government’s requirement, but rather shall provide a detailed, convincing rationale addressing how the offeror intends to meet these requirements

The offeror shall submit **three (3)** different projects **per** service offering that is similar in scope and complexity for the offered services. The offeror can submit projects covering multiple service offerings but must identify the services covered under the project submitted. Each service offering (required and optional) must have **three (3) projects total**. Each project must clearly demonstrate the experience covering a variety of tasks covered in the service category. Relevant experience is tied solely to the three (3) projects per service offering submitted.

1. Reference Sections M.4.3.1 through M.4.4.2
2. This template provides a section for **each** of the Three Projects submitted per service offerings. (see section C.4)
3. Offerors shall respond to all questions and requests.
4. All proposal documentation associated with this template shall be scanned documents in PDF format.
5. All requested information shall be highlighted in yellow within the scanned documents.
6. All file attachments shall be included in Offeror’s proposal submission in accordance with the Proposal Format Table in Section L.10.5.
7. All explanations shall comply with the word limitation (if applicable) listed in each question.

**Relevant Project Experience Background Information**

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| --- | --- | --- | --- | --- |
| **Select the project number:** | | | | |
| Project 1 | | Project 2 | | Project 3 |
| **Select the Service Group applicable to the project :** | | | | |
| Operations and Maintenance (O&M) | | | Facility Support Services | |
| **Select the service( s) the project covers: (\*R indicates Required Service, O indicates Optional Service)** | | | | |
| Operations and Maintenance List of Services | | | | |
| HVAC Maintenance (R) | | Plumbing and Pipefitting (R) | | Elevator Maintenance (R) |
| Electrical Maintenance (R) | | Fire Alarm System Maintenance and Repair (O) | | Fire Suppression (Water Based) System Preventative Maintenance and Repair (O) |
| Roofing Services (O) | | Building Management Services (O) | | Architectural and Framework Building Maintenance Services (O) |
| Other Facilities Management Related Services (O) | | Facility Support Services (O) **(\*check the facility support services below)** | |  |
| Facility Support Services List of Services | | | | |
| Janitorial (R) | | Landscaping/Grounds Maintenance (R) | | Cemetery Maintenance (O) |
| Pest Control (O) | | Waste Management and Recycling Services (O) | |  |
| **Provide a Primary Reference (Person who can verify the data, e.g. Government Contracting Officer, Purchasing Authority, Contracting Officer Representative, etc.)** | | | | |
| Name: | Click here to enter text. | | | |
| Title: | Click here to enter text. | | | |
| Agency Name or Company Name: | Click here to enter text. | | | |
| Phone: | Click here to enter text. | | | |
| E-Mail: | Click here to enter text. | | | |
| **Provide an Alternate Reference (Person who can verify the data, e.g. Government Contracting Officer, Purchasing Authority, Contracting Officer Representative, etc.)** | | | | |
| Name: | Click here to enter text. | | | |
| Title: | Click here to enter text. | | | |
| Agency Name or Company Name: | Click here to enter text. | | | |
| Phone: | Click here to enter text. | | | |
| E-Mail: | Click here to enter text. | | | |

**Relevant Project Experience Project General Information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For this project were you the Prime Contractor:** | | | | | | | | | | | |
| Yes | | | | | | | No | | | | |
| **Select Type of Contract** | | | | | | | | | | | |
| Contract | Task Order under Federal Supply Schedule (FAR 8.405-2) | | | | | Task Order under Master IDIQ (FAR 16.501-1) | | | Task Order under a Blanket Purchase Agreement (FAR 8.405-3 or Far 13.303) | | |
| **Contract or Task Order Number** | | | | Click here to enter text. | | | | | | | |
| **Period of Performance \*state month and year (including options)** | | | | Click here to enter text. | | | | | | | |
| **\*\*Note: Period of Performance must be within the last 3 years prior to the solicitation closing dates or are ongoing with at least 1 year of performance completed** | | | | | | | | | | | |
| **Did the project involve subcontracting or teaming with at least 2 separate entities that are certified as small business?**   Yes No If yes, please provide company name and socio economic status. | | | | | | | | | | | |
| Subcontractor #1 Name | | Click here to enter text. | | | | | Subcontractor #1 Socio-economic status | | | Click here to enter text. | |
| Subcontractor #2 Name | | Click here to enter text. | | | | | Subcontractor #2 Socio-economic status | | | Click here to enter text. | |
| **Please Select Project Customer Classification:** | | | | | | | | | | | |
| U.S. Federal Government | | | | | U.S. State (local) Government | | | Commercial (Non-Government) | | | |
| **What location (s) was the project performed (city and state):** | | | | | | | Click here to enter text. | | | | |
| **If the project covered multiple (more than one) states in Zone 1, please check the the states:** | | | | | | | | | | | |
| Delaware | | | District of Columbia | | | | Maryland | | | | New Jersey |
| New York | | | New Jersey | | | | Pennsylvania | | | | Virginia |
| West Virginia | | |  | | | |  | | | |  |

**Relevant Project Experience Project Details**

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| --- | --- | --- |
| **Please provide the following information for the project:** | | |
| Building Type | Click here to enter text. | |
| Building Size (total square footage) | Click here to enter text. | |
| Number of Stories | Click here to enter text. | |
| Total Contract Dollar Value (including base and all options) | Click here to enter text. | |
| Number of trade skills employed and number of exempt positions employed | Click here to enter text. | |
| **Please provide a complete, clear, concise detailed statement of the description of services covered in the project. The offeror must provide the following information:**   * Original request * Detailed statement on how the company accomplished the services in the original request * State if any problems were encountered (e.g. delays, additional services outside the original scope, employee issues, etc) and provide information as to how the company overcame the problems | | |
| Limited to 1,000 Words  Click here to enter text. | | |
| **Did the project demonstrate innovative approaches to achieve savings?**  Yes No If yes, please provide the following additional information: | | |
| Identify initial customer request | | Click here to enter text. |
| Your proposal of the innovative approach to the request | | Click here to enter text. |
| Overall end results of the approach | | Click here to enter text. |
| Total amount of dollar savings achieved | | Click here to enter text. |
| Other savings achieved (e.g. energy, administrative, etc) | | Click here to enter text. |