

Past Performance Write-Up Template

What Is a Past Performance Write-Up?

A Past Performance Write-Up is a structured summary of a completed or ongoing project that demonstrates experience, performance quality, and relevance to future opportunities.

Buyers use past performance to assess risk, execution capability, and credibility. Strong past performance documentation directly impacts competitiveness across government and corporate procurement.

When to Use This

- Government proposals and qualifications
 - Corporate and enterprise RFP responses
 - Subcontractor or teaming submissions
 - Capability statements and marketing packages
 - Internal readiness and performance tracking
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How to Use This Template (Instructions)

- Focus on relevance
Select projects aligned in size, scope, and complexity to the opportunity.
 - Be specific and factual
Describe what was done, how it was done, and the results achieved.
 - Clarify your role
Identify whether you served as a prime contractor, subcontractor, or partner.
 - Highlight outcomes
Emphasize performance results, problem-solving, and client impact.
 - Avoid exaggeration
Accuracy matters. Performance claims should be defensible.
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Common Mistakes This Template Helps Prevent

- Vague or inflated performance claims
 - Using unrelated projects to fill space
 - Omitting role clarity (prime vs subcontractor)
 - Overloading narratives with marketing language
 - Failing to align experience with evaluation criteria
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Notes for Use

- One project per write-up
- Keep length to ½–1 page
- Use consistent formatting across all projects
- Avoid confidential or proprietary information

How Quin-Z Uses Past Performance Strategically

Quin-Z treats past performance as a core credibility asset, not an afterthought. We help clients select, structure, and position performance examples that match buyer expectations, support bid/no-bid decisions, and strengthen long-term competitiveness across markets.

Note: *The template provided below is intended to be customized for each opportunity and buyer. Content should be tailored to the specific solicitation, industry, and evaluation criteria.*

Project Title

(Short, descriptive title)

Client Information

Client Name: _____

Client Type: _____
(Federal agency, state, municipality, corporation)

Contract Type: _____
(Prime/Subcontract)

Contract Value: _____
(optional)

Period of Performance: _____

Role: Prime Subcontractor JV

Scope of Work

(Plain language description of what was actually done)

Example: Provided contract administration and compliance support, including invoicing coordination, milestone tracking, and documentation management to support timely project execution.

Key Responsibilities

(Bullet format; focus on actions)

- Coordinated with client procurement and project teams
 - Managed compliance documentation and reporting requirements
 - Supported proposal or modification submissions
 - Tracked deliverables and deadlines
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Results & Outcomes

(This is critical, results matter)

Example:

- Maintained full compliance throughout the contract lifecycle
 - Supported on-time deliverables and payment processing
 - Contributed to successful contract completion/renewal
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Challenges & Solutions (Optional but Strong)

- Challenge: Tight deadlines and evolving requirements
- Solution: Implemented structured tracking and proactive communication

Performance verification note (very subtle):

If applicable, reference CPARS, performance reviews, or client contacts (do not attach unless requested).

Client Reference (If Allowed):

Name: _____

Title: _____

Email/Phone: _____

(Note: If references are restricted, state “Available upon request.”)

NAICS/Service Alignment

List the NAICS codes or service categories this project supports.
