**The vendor is NOT to change any of the pre-filled cells in the following tables.
The vendor may add additional reference tables as necessary.**

**Vendor Reference Form**

|  |
| --- |
| **Vendor Information** |
| **Vendor Name:** | Contact Name: |  |
| Contact Phone: |  |
| **Customer Information** |
| **Customer Organization:**  | Contact Name: |  |
| Contact Title: |  |
| **Customer Address:** | Contact Phone: |  |
| Contact Email: |  |
| **Project Information** |
| **Total Vendor Staff:** |  |
| **Project Objectives:** |
| **Project Description:** |
| **Vendor’s Involvement:** |
| **Project Benefits:** |
| **Key Personnel** |
| Name: (Add more rows as needed) | Role: (Add more rows as needed) |
| Name: (Add more rows as needed) | Role: (Add more rows as needed) |
| **Project Measurements:** |
| Estimated one-time costs: | Actual one-time costs: |
| Reason(s) for change in one-time cost: |
|  |
| Original Value of Vendor’s Contract: | Actual Total Contract Value: |
| Reason(s) for change in value: |
|  |
| Estimated Start & Completion Dates: | From: |  | To: |  |
| Actual Start & Completion Dates: | From: |  | To: |  |
| Reason(s) for difference between Estimated and Actual dates: |
|  |
| If the vendor performed the work as a Subcontractor, the vendor should describe the scope of subcontracted activities: |