**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: | | | | | | | |