

(Interim/Final) Performance Report
for Fixed Price Contracts¹
Framework Contract ITS 17

Contractor/Consortium	<i>(Complete full name)</i>
Awarding Authority	European Parliament DG ITEC
Specific Contract	ITS17- <i>(Complete full SC reference)</i>
Period covered by this report	<i>(Complete DD-MM-YY to DD-MM-YY)</i>

1. Objective of the Specific Contract

(Provide a brief description of the main objective to be achieved during the life-time of the Specific Contract)

2. Tasks executed during the reporting period

(Provide a report of the results achieved during the reporting period)

2.1. Meetings held during the reporting period

(Provide a list of dates of the meetings held during the reporting period)

3. Actions planned for the following period

(To be completed for interim performance reports only, not required for the final performance report)

¹ This report must be duly completed, signed and dated by both parties for all Fixed Price Contracts, and submitted with the acceptance form for payment of the relevant invoice.

4. Fixed Price Key Performance Indicators

(Table to be completed and updated for each invoice submitted - additional sheets may be added if necessary)

Indicator Ref.	Indicator name	Service measured (As defined in the CSOW)	Level achieved	Minimum requirement	Penalty

5. Risk and problem management

(See ITS 17- Annex II.5. - SLA § 5.4.)

(To be completed for interim performance reports only, not required for the final performance report)

Identified Risk/Problem	Proposed Solution

6. Approval of this Performance Report

For the Contractor/Consortium	For the European Parliament
Date:	Date:
Name:	Name:
Signature:	Signature: