

BIDDER REFERENCE FORM

Bidder Instructions: Complete all fields in the BIDDER REFERENCE FORM below. One (1) form must be used for each reference, The Bidder's reference contact must complete the remainder of this form.

REFERENCE FORM	
1	Bidder's Name:
2	Reference Client Name:
3	Project Name:
4	Project Description:
5	Bidder's Involvement in this Project:
6	Services Provided Begin/End Date (MM/DD/YYYY):
7	The Bidder was the Prime Contractor for this Project (Yes/No):
8	Contact Name and title: Current Email: Current Address: Current Telephone Number:

REFERENCE FORM

Instructions to the Bidder's Reference: Using the rating scale in the "Reference Satisfaction Rating" field, rate your satisfaction with the Bidder who performed the services described above. Sign and date this Attachment BIDDER REFERENCE FORM and return the form(s) to the Bidder.

Satisfaction Rating to be completed by the Bidder's Reference:

Using the following scale: Rate satisfaction with the Bidder for the services provided.

0 = Unsatisfactory, 2 = Marginal, 3 = Satisfactory, 4 = Exceeds Expectations, 5 = Excellent, N/A = Not Applicable

Circle only one number for each question below.

1	How would you rate the Bidder's effectiveness at managing project resources?	1 2 3 4 5 N/A
2	How would you rate the Bidder's ability to manage the work and deliverables provided by third parties/subcontractors (if applicable)?	1 2 3 4 5 N/A
3	How would you rate the Bidder's ability to meet project milestones and timelines?	1 2 3 4 5 N/A
4	How would you rate the quality and completeness of the Bidder's deliverables?	1 2 3 4 5 N/A
5	How would you rate the quality and professionalism of the Bidder's personnel?	1 2 3 4 5 N/A
6	How would you rate the Bidder's effectiveness at providing quality and timely responses and resolutions to customer questions, concerns and issues?	1 2 3 4 5 N/A
7	How would you rate the effectiveness of the Bidder's change management (e.g. scope, requirements, etc.) process?	1 2 3 4 5 N/A
8	How would you rate your satisfaction with the product/solution?	1 2 3 4 5 N/A

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9	How would you rate the Bidder's overall performance?	1 2 3 4 5 N/A

By signing below, I declare that I have reviewed and completed the rating questions in the table above, and that the information is true and correct.

Note: If the reference is not allowed either legally or by company policy to sign the reference form, the reference must type in his or her full name with a brief statement on the form outlining the reason they are not permitted to sign the state's reference form. The State will contact the submitted references to validate the information on the reference form is true and accurate.

DECLARATION OF REVIEW AND CORRECT INFORMATION	
Reference Signature: <i>(Physical or Digital Signed)</i>	Date:
Printed Name:	

DECLARATION OF REVIEW AND CORRECT INFORMATION

Reference Title or role on the project: