

## ATTACHMENT 15: BIDDER REFERENCE FORM

**Purpose:** Based on the satisfaction ratings received from the Bidder's references, the State will use the ratings to score the Bidders.

**Instructions to Bidder:** Complete Part A, items 1-8 of this form, attach the corresponding ATTACHMENT 14: BIDDER QUALIFICATIONS FORM and send to references to complete Part B, items 10-19. Once this form is completed, the Bidder must submit it with its proposal.

The Bidder must complete and submit a Reference Form for each corresponding project cited on ATTACHMENT 17: BIDDER QUALIFICATIONS FORM .

**Instructions to the Bidder's Reference:** Complete Part B, items 10-19 of this form using the rating scale in "Reference Satisfaction Rating" field (item 9). Rate your satisfaction with the Bidder who performed the services described in item 8, Project Description & Bidder's role on the project, and confirm that the information in Part A is consistent and corresponds with ATTACHMENT 14: BIDDER QUALIFICATIONS FORM attached. Complete the bottom of this form and return the form to the Bidder.

PART A: TO BE COMPLETED BY BIDDER		
1	Bidder:	
2	Project Name:	
3	Name of Company for whom the Project was completed:	
4	Contact Name and Information of the Bidder's Reference:	
5	The Bidder was the Prime Contractor for this Project:	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Bidder's Start and End Dates on the Project:	
7	Contract Amount:	\$
8	Project Description & Bidder's role on the project:	

PART B: TO BE COMPLETED BY BIDDER'S REFERENCE					
9	<p><u>Reference Satisfaction Rating:</u></p> <p>Using the following scale to rate the Bidder's overall performance on the services provided:</p> <p>0 = Unsatisfactory, 3 = Marginal, 5 = Satisfactory, 8 = Exceeds Expectations</p> <p><b>Circle only one number for each question (10-19) below.</b></p>	<p><b>Reference Ratings</b></p> <p><b>(Total possible rating score=80)</b></p>			
10	How would you rate the Bidder's ability to perform system implementation activities?	0	3	5	8
11	How would you rate the Bidder's ability to meet project milestones and/or timelines?	0	3	5	8
12	How would you rate the quality of the Bidder's deliverables?	0	3	5	8
13	How would you rate the Bidder's effectiveness at managing project resources?	0	3	5	8
14	How would you rate the Bidder's effectiveness at providing skilled personnel timely when needed throughout the term of the contract?	0	3	5	8
15	How would you rate the quality of work and professionalism of the Bidder's personnel?	0	3	5	8
16	How would you rate the Bidder's effectiveness at providing quality and timely responses to customer questions, concerns, and issues?	0	3	5	8
17	How would you rate the effectiveness of the Bidder's change management (e.g., scope, requirements, etc.) process?	0	3	5	8
18	How would you rate the Bidder's willingness and ability to accommodate your organization's working style and constraints?	0	3	5	8
19	How would you rate the Bidder's overall performance?	0	3	5	8

By completing this reference form, I declare the following:

1. I have reviewed the information contained in Part A, items 1-8 above, and ATTACHMENT 15: BIDDER REFERENCE FORM and the information is true and correct;
2. I am/was employed by the company for whom the project was completed; and
3. I performed a management, Product Owner or supervisory role on the cited project.

TO BE COMPLETED BY BIDDER'S REFERENCE	
Signature:	
Printed Name:	
Date:	
Title or role on the project:	
Email:	
Phone:	