



Attachment N ORGANIZATIONAL REFERENCE QUESTIONNAIRE

Offeror should provide a minimum of two (2) external references for the Offeror's response from similar projects/programs performed for private, state, or large local government clients within the last two (3) years. The purpose of these references is to document Offeror's experience relevant to Attachment B, Scope of Work in an effort to evaluate Offeror's ability to provide goods and/or services, performance under similar contracts, and ability to provide knowledgeable and experienced staffing. If Offeror believes its references can adequately convey Offeror's capabilities for multiple services in one reference document (i.e. responding to each question detailing Offeror's services in each category for which Offeror wishes to provide services under this RFP), then Offeror's reference may submit one reference for all services Offeror has provided. **CAUTION:** This is not recommended, as Offeror references may choose to provide abbreviated explanations for all services Offeror provided.

Offeror is required to send the following Organizational Reference Questionnaire to each business reference, as per **RFP Overview Section II.K**. The business reference, if it chooses to respond, is required to submit its response to the Organizational Reference Questionnaire directly to: **Theresa Mendibles at Theresa.Mendibles@gsd.nm.gov by August 4, 2026 at 3:00 PM MST** for inclusion in the evaluation process. The Questionnaire and information provided will become a part of the submitted Proposal. Businesses/Organizations providing references may be contacted for validation of content provided therein.

**Request for Proposals for
Temporary Employment Services**

Issued by the **State of New Mexico**
Solicitation Number 60-00000-26-00092



**ORGANIZATIONAL REFERENCE QUESTIONNAIRE
FOR:**

Offeror, your name goes here

This form is being submitted to your company for completion as a reference for the organization listed above. Submit this Questionnaire directly to the State of New Mexico, General Service Department, State Purchasing Division via e-mail at:

Name: Theresa Mendibles
Email: Theresa.Mendibles@gsd.nm.gov

Forms must be submitted no later than August 4, 2026 at 3:00 PM MST, and **must not** be returned to the organization requesting the reference. References are **strongly encouraged** to provide detailed comments. The comments you provide will help the Multistate Sourcing Team evaluate the above-referenced Offeror's service history, successful execution of services and evidence of customer/client satisfaction.

For questions or concerns regarding this form, please contact the State of New Mexico **Procurement Manager**: Theresa Mendibles at Theresa.Mendibles@gsd.nm.gov. When contacting the Procurement Manager, include the Request for Proposal number provided at the top of this page.

Organization providing reference	
Contact name and title/position	
Contact telephone number(s)	
Contact e-mail address	
Project description	
Project dates (start and end dates)	

QUESTIONS:

1. In what capacity have you worked with [Offeror name] in the past?

COMMENTS:

2. How would you describe [Offeror name]'s knowledge and expertise?

COMMENTS:

3. How would you describe [Offeror name] flexibility relative to changes in the project scope and timelines?

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COMMENTS:

4. How satisfied are you with the materials/documentation produced by [Offeror name]? Please provide a brief explanation as to why you were or were not satisfied. If no materials or documentation were produced by [Offeror name], leave this question blank or indicate N/A.

COMMENTS:

5. How would you describe the dynamics/interaction between [Offeror name]'s personnel and your staff?

COMMENTS:

6. By name, please identify who are/were [Offeror name]'s principal representatives involved in your project. How would you describe your satisfaction with each representative individually? Please provide a brief comment on the skills, knowledge, behaviors, or other factors on which you based your satisfaction.

COMMENTS:

7. How satisfied are/were you with the services rendered and/or products developed by [Offeror name]? Please provide a brief explanation as to why you were or were not satisfied.

COMMENTS:

8. With which aspect(s) of [Offeror name]'s services are/were you most satisfied? Please provide a brief explanation as to why you were satisfied.

COMMENTS:

9. With which aspect(s) of [Offeror name]'s services are/were you least satisfied? Please provide a brief explanation as to why you were dissatisfied.

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COMMENTS:

10. Would you recommend [Offeror name]'s services to your organization again? Why or why not?

COMMENTS:

11. Is there any other information you wish to share regarding [Offeror name]?

COMMENTS: