

## ATTACHMENT 16: BIDDER REFERENCE FORM

**Bidder Instructions:** Complete items 1-6 of this ATTACHMENT 16: BIDDER REFERENCE FORM. One (1) form must be used for each corresponding ATTACHMENT 15: BIDDER QUALIFICATIONS FORM submitted. The Bidder's reference contact must complete the remainder of this form. The reference information below must be consistent with the corresponding ATTACHMENT 15: BIDDER QUALIFICATIONS FORM. Bidders must submit a copy of the completed BIDDER QUALIFICATIONS FORM and the corresponding BIDDER REFERENCE FORM, to references for completion.

**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 on this ATTACHMENT 16: BIDDER REFERENCE FORM. Complete and date this ATTACHMENT 16: BIDDER REFERENCE FORM and return the form(s) to the Bidder.

| REFERENCE FORM |                                                                                                     |
|----------------|-----------------------------------------------------------------------------------------------------|
| 1              | Bidder:                                                                                             |
| 2              | Project Name:                                                                                       |
| 3              | Company Name of Bidder's reference:                                                                 |
| 4              | Contact Name and title, Email Address, and Telephone Number of Bidder's reference:                  |
| 5              | Bidder's involvement in this project (role and responsibilities):                                   |
| 6              | Project Description:                                                                                |
|                | <u>Satisfaction Rating to be completed by the Bidder's reference:</u><br>Using the following scale: |

| REFERENCE FORM |                                                                                                                             |         |
|----------------|-----------------------------------------------------------------------------------------------------------------------------|---------|
|                | 0 = Unsatisfactory, 1 = Marginal, 2 = Satisfactory, 3 = Excellent<br><b>Circle only one number for each question below.</b> |         |
| 7              | How would you rate the Bidder's experience as the Prime Contractor managing a large system project?                         | 0 1 2 3 |
| 8              | How would you rate the Bidder's effectiveness at providing quality and timely responses to users' questions and concerns?   | 0 1 2 3 |
| 9              | How would you rate the quality of the Bidder's written deliverables?                                                        | 0 1 2 3 |
| 10             | How would you rate the bidder's effectiveness in meeting the requirements as described in the proposed solution?            | 0 1 2 3 |
| 11             | How would you rate the quality and professionalism of the Bidder's staff?                                                   | 0 1 2 3 |
| 12             | How would you rate the Bidder's effectiveness at managing project resources?                                                | 0 1 2 3 |
| 13             | How would you rate the Bidder's ability to manage project milestones, deliverables, and timelines?                          | 0 1 2 3 |
| 14             | How would you rate the Bidder's overall performance?                                                                        | 0 1 2 3 |
| 15             | How would you rate the Bidder's effectiveness implementing a statewide licensing solution?                                  | 0 1 2 3 |
| 16             | How would you rate the Bidder's effectiveness implementing a solution leveraging Microsoft Power Dynamics?                  | 0 1 2 3 |

By completing this reference form, I declare the following:

1. I have reviewed the information contained in items 1-16 above, and ATTACHMENT 15: BIDDER QUALIFICATIONS 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 or supervisory role on the cited project.

| DECLARATION OF REVIEW AND CORRECT INFORMATION |       |
|-----------------------------------------------|-------|
| Reference Signature:                          | Date: |
| Printed Name:                                 |       |
| Reference Title or role on the project:       |       |
| Reference Email:                              |       |
| Reference Phone:                              |       |