

## ATTACHMENT 17.24: ENGAGEMENT MANAGER - REFERENCE FORM

**Bidder Instructions:** Complete items 1-5 of this [ATTACHMENT 17.24: ENGAGEMENT MANAGER - REFERENCE FORM](#). One (1) form must be used for each corresponding [ATTACHMENT 17.23: ENGAGEMENT MANAGER - QUALIFICATIONS FORM](#) submitted. The Bidder's key staff reference contact must complete the remainder of this form. The reference information below must be consistent with the corresponding [ATTACHMENT 17.23: ENGAGEMENT MANAGER - QUALIFICATIONS FORM](#). Bidder must submit a copy of the completed [ATTACHMENT 17.23: ENGAGEMENT MANAGER - QUALIFICATIONS FORM](#) and the corresponding [ATTACHMENT 17.24: ENGAGEMENT MANAGER - REFERENCE FORM](#), to the staff's reference(s) for completion.

**Instructions to the staff's Reference:** Using the rating scale below box 5, rate your satisfaction with the staff that performed the services described in [ATTACHMENT 17.23: ENGAGEMENT MANAGER - QUALIFICATIONS FORM](#). Complete and date this [ATTACHMENT 17.24: ENGAGEMENT MANAGER - REFERENCE FORM](#) and return the form(s) to the Bidder.

| Reference Form                                                                               |                                                                                |         |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------|
| 1                                                                                            | Bidder:                                                                        |         |
| 2                                                                                            | Bidder's Key Staff Name:                                                       |         |
| 3                                                                                            | Key Staff's Referenced Project Name:                                           |         |
| 4                                                                                            | Company Name (of key staff's reference):                                       |         |
| 5                                                                                            | Contact Name, Title, Email Address, and Telephone Number of staff's reference: |         |
| <b><u>Satisfaction Rating to be completed by the Staff's Reference:</u></b>                  |                                                                                |         |
| Using the following scale: 0 = Unsatisfactory, 1 = Marginal, 2 = Satisfactory, 3 = Excellent |                                                                                |         |
| Circle only one number for each question below.                                              |                                                                                |         |
| 6                                                                                            | How would you rate the individual's overall performance?                       | 0 1 2 3 |

| Reference Form |                                                                                                                                   |         |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------|---------|
| 7              | How would you rate the individual's effectiveness at communicating (orally and in writing) with project members and stakeholders? | 0 1 2 3 |
| 8              | How would you rate the individual's effectiveness in dealing with conflicting priorities?                                         | 0 1 2 3 |
| 9              | How would you rate the individual's effectiveness as the Engagement Manager at leading or implementing a project?                 | 0 1 2 3 |
| 10             | How would you rate the individual's ability to oversee all aspects of the project?                                                | 0 1 2 3 |
| 11             | How would you rate the individual's ability to oversee project deliverables while managing project resources?                     | 0 1 2 3 |

By completing this reference form, I declare the following:

1. I have reviewed the information contained in items 1-11 above, and the corresponding Key Staff 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:                              |       |

|                                                      |
|------------------------------------------------------|
| <b>DECLARATION OF REVIEW AND CORRECT INFORMATION</b> |
| <b>Reference Phone:</b>                              |