

## ATTACHMENT 17.32: QUALITY ASSURANCE TESTER - REFERENCE FORM

**Bidder Instructions:** Complete items 1-5 of this Attachment, ATTACHMENT 17.32: QUALITY ASSURANCE TESTER - REFERENCE FORM. One (1) form must be used for each corresponding ATTACHMENT 17.31: QUALITY ASSURANCE TESTER - 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 17.31: QUALITY ASSURANCE TESTER - QUALIFICATIONS FORM. Bidder must submit a copy of the completed ATTACHMENT 17.31: QUALITY ASSURANCE TESTER - QUALIFICATIONS FORM and the corresponding ATTACHMENT 17.32: QUALITY ASSURANCE TESTER - REFERENCE FORM, to the staff's reference(s) for completion.

**Instructions to the staff's Reference:** Using the rating scale in the "Reference Satisfaction Rating" field, rate your satisfaction with the staff that performed the services described in ATTACHMENT 17.31: QUALITY ASSURANCE TESTER - QUALIFICATIONS FORM. Complete and date this Attachment and return the form(s) to the Bidder.

| Reference Form                                                                                                                                                                                                                         |                                                                                   |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------|
| 1                                                                                                                                                                                                                                      | Bidder:                                                                           |         |
| 2                                                                                                                                                                                                                                      | Bidder's Key Staff Name:                                                          |         |
| 3                                                                                                                                                                                                                                      | Project Name:                                                                     |         |
| 4                                                                                                                                                                                                                                      | Company Name of key staff's reference:                                            |         |
| 5                                                                                                                                                                                                                                      | Contact Name and title, Email Address, and Telephone Number of staff's reference: |         |
| <b><u>Satisfaction Rating to be completed by the Staff's Reference:</u></b><br><br>Using the following scale: 0 = Unsatisfactory, 1 = Marginal, 2 = Satisfactory, 3 = Excellent<br><br>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 knowledge and experience for their project role? | 0 1 2 3 |
| 8              | How would you rate the individual's verbal and written communication skills?         | 0 1 2 3 |
| 9              | How would you rate the individual's ability to perform duties to your satisfaction?  | 0 1 2 3 |

By completing this reference form, I declare the following:

1. I have reviewed the information contained in items 1-9 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:       |       |

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