

ATTACHMENT 17.2: PROJECT MANAGER - REFERENCE FORM

Bidder Instructions: Complete items 1-5 of this ATTACHMENT 17.2: PROJECT MANAGER - REFERENCE FORM. One (1) form must be used for each corresponding ATTACHMENT 17.1: PROJECT 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 17.1: PROJECT MANAGER - QUALIFICATIONS FORM. Bidder must submit a copy of the completed ATTACHMENT 17.1: PROJECT MANAGER - QUALIFICATIONS FORM and the corresponding ATTACHMENT 17.2: PROJECT 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 17.1: PROJECT MANAGER - QUALIFICATIONS FORM. Validate that the information provided in ATTACHMENT 17.1: PROJECT MANAGER - QUALIFICATIONS FORM aligns with this Attachment. Complete and date this Attachment and return the form(s) to the Bidder.

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

Reference Form		
6	How would you rate the individual's overall performance?	0 1 2 3
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 project manager at implementing or maintaining a state, county, or city licensing system?	0 1 2 3
10	How would you rate the individual's effectiveness at ensuring contract compliance, and managing project teams and subcontractors?	0 1 2 3
11	How would you rate the individual's ability to schedule meetings, prepare agendas, facilitate meetings (in person/virtual), and disseminate meeting minutes?	0 1 2 3
12	How would you rate the individual's effectiveness at ensuring all deliverables are completed on time?	0 1 2 3
13	How would you rate the individual's effectiveness at creating and maintaining project documentation?	0 1 2 3
14	How would you rate the individual's ability to identify, track, manage, and mitigate project risks and issues?	0 1 2 3

By completing this reference form, I declare the following:

1. I have reviewed the information contained in items 1-14 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:

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