

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> Using the following scale:

REFERENCE FORM		
	0 = Unsatisfactory, 1 = Marginal, 2 = Satisfactory, 3 = Excellent, N/A = Not Applicable Circle only one number for each question below.	
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 N/A
16	How would you rate the Bidder's effectiveness implementing a solution leveraging Microsoft Power Dynamics?	0 1 2 3 N/A

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:	