

Attachment F - Reference Form

Respondent's Name: _____

Reference Organization Name: _____

NOTE: All references must be for systems currently in production and the reference must be limited to four pages.

| Performance | Score |
|---|-------|
| 1. How would you rate the Contractor's management and adherence to the project budget and schedule? Excellent=5; Good=4; Adequate=3; Marginal=2; Poor=1; Information Unavailable=0 | |
| 2. How well did the Contractor adhere to their staffing plan? Excellent=5; Good=4; Adequate=3; Marginal=2; Poor=1; Information Unavailable=0 | |
| 3. How would you rate the Contractor's responsiveness in terms of providing information and resolving issues or concerns? Excellent=5; Good=4; Adequate=3; Marginal=2; Poor=1; Information Unavailable=0 | |
| 4. How would you rate the knowledge and expertise of the Contractor in terms of the services provided to you? Excellent=5; Good=4; Adequate=3; Marginal=2; Poor=1; Information Unavailable=0 | |
| 5. How would you rate the Contractor's overall performance in terms of meeting your needs? Excellent=5; Good=4; Adequate=3; Marginal=2; Poor=1; Information Unavailable=0 | |
| Total Score: | |

| Organization Information | |
|--|---------|
| Total Annual spend for the entire client organization | \$_____ |
| Employee head count of the entire client organization | |
| Client Project name for system being referenced | |
| Project description | |
| Primary Financial Software product, modules, and release number(s) implemented | |
| Description of implementation services, approach, and methodology | |
| Project start and end date (separate initial implementation from upgrade, if applicable) | |
| Comments | |
| Project contract value | \$_____ |

Reference Provided by:

Name (printed)

Role during reference period

Telephone Number

Email Address

Signature

Date