

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