

*[Completion of this form may be requested during the Negotiation Phase of the ITN.]*

**DEPARTMENT OF FINANCIAL SERVICES  
Business Reference Form**

**Attachment G**

This business reference is for (Respondent's Name): \_\_\_\_\_

**The Respondent shall require its references to complete the form below. References should be directly relevant to the services in the solicitation.**

This form must be completed by the person giving the reference for the Respondent named above. The Respondent is submitting a reply to a procurement. For purposes of this form, the Respondent is a business entity that currently or has previously provided services to your organization.

Upon completion of this form, please return the original to the Respondent.

<b>REFERENCE INFORMATION</b>	
<b>Organization Name:</b>	<b>Phone #:</b> (        )        -
<b>Reference Name:</b>	<b>Title:</b>

<b>BUSINESS RELATIONSHIP WITH RESPONDENT</b>	
<b>Relationship to Respondent:</b> (e.g., subcontractor, customer).	<b>Years of Relationship:</b> <b>Dates:</b>
If a customer, please describe the primary service the Respondent provides your organization:	<b>Respondent acted as:</b> <input type="checkbox"/> primary provider <b>or</b> <input type="checkbox"/> subcontractor <b>or</b> <input type="checkbox"/> N/A
Do you have a business or professional interest in the Respondent's organization?: <input type="checkbox"/> Yes <b>or</b> <input type="checkbox"/> No	
If yes, please describe:	

<b>PERFORMANCE OF RESPONDENT</b>	
Have you experienced any performance problems with the Respondent's organization?: <input type="checkbox"/> Yes <b>or</b> <input type="checkbox"/> No	
If yes, please describe:	

As the person authorized to sign this form, I certify that the above information is correct. I also certify that I am not:

- a current employee of the Department;
- a former employee of the Department, within the past three (3) years;
- a person currently or formerly employed by the Respondent's organization;
- a board member of the Respondent's organization; or
- a relative of any of the above.

I further certify that:

- the business organization that I work for is not based solely in a foreign country; and
- a member of the Respondent's organization, has not written and/or otherwise completed this form on my behalf.

\_\_\_\_\_  
**Reference's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Reference Name**