

Solicitation Number: _____

Bid Name: _____

Reference for: _____



REFERENCE QUESTIONNAIRE

GREETINGS _____.

_____ listed you as a reference. Please complete the fields below:

Name of individual providing reference: _____

Title: _____

Direct phone number (with extension) of reference provider: _____

Email address of reference provider: _____

1. How long has your agency been associated with the applicant? _____
2. How would you rate the quality of work? _____
3. Were products/services delivered timely? _____
4. How would you rate correctness/completeness of the products/services? _____
5. What was the dollar value of the contract? _____
6. Would you renew this firm's contract? _____
7. Would you use them personally? _____
8. Have you had any billing issues? _____ If so, were they corrected satisfactorily? _____
9. Are they adequately staffed to perform the work requested? _____
10. Are you satisfied with the performance of the staff? _____
11. Please add any comments to help evaluate this firm:
