

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:  
  
\_\_\_\_\_