REQUEST FOR PROPOSAL
REFERENCE CHECK

RFP No.: ___________________ RFP Title: __________________________________________

Vendor Name: ________________________________________________________________

Person Conducting Reference Check: _____________________________________________

Person/Company Contacted for Reference: _________________________________________

Phone Number Contacted: ___________________ Date of Reference Check: ____________

Comments:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

QUESTIONS:

1. In what capacity have you worked with this vendor? (Provide narrative response.)
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. How satisfied were you with the services provided?
   ___ a. Services provided were excellent.
   ___ b. Services provided were good.
   ___ c. Services provided were adequate.
   ___ d. Services provided were unsatisfactory.

Comments:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
3. How responsive was the vendor in addressing and correcting problems?

   ____ a. Vendor’s response was immediate and effective.
   ____ b. Vendor’s response was within a reasonable length of time and satisfactory.
   ____ c. Vendor’s response was delayed and/or ineffective.
   ____ d. Vendor failed to respond.

Comments:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. Can you describe the technical knowledge and/or expertise of the vendor? (Provide narrative response.)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

5. Was the project completed on schedule?  ____ Yes  ____ No

   Was the project completed within budget?  ____ Yes  ____ No

   If not, why not?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

6. Did the vendor’s staff meet the expectations and needs of the project?

   ____ Yes  ____ No

   Explain.
____________________________________________________________________________________
____________________________________________________________________________________


7. Would you choose to renew a contract with this vendor?
   ____ Yes   ____ No

   Explain.
   ___________________________________________________________________________________
   ___________________________________________________________________________________

8. Is there anything else you would like to tell me about doing business with this vendor?
   (Provide narrative response.)
   ___________________________________________________________________________________
   ___________________________________________________________________________________