

Appendix D
ELRC Leadership Individual Questionnaire

APPENDIX D

RFA# 21-21 Early Learning Resource Centers (ELRC)

ELRC Leadership Individual Reference Questionnaire

Purpose of this questionnaire:

The Pennsylvania Department of Human Services requests a list of “ELRC Leadership” individuals identified in responses to RFA# 21-21, Early Learning Resource Centers. You are identified as a reference for an ELRC Leadership individual on this list. Please provide your reference by completing the attached questionnaire.

Definitions:

- Applicant:** The entity submitting a response to RFA # 21-21.
- Sub-contractor:** An entity included in the response to whom the Applicant intends to sub-contract.
- ELRC Leadership:** For purposes of RFA # 21-21, ELRC Leadership needing a reference is the ELRC Director.
- Reference Provider:** The individual providing the reference information.

APPENDIX D

**RFA# 21-21
Early Learning Resource Centers (ELRC)**

ELRC Leadership Individual Reference Questionnaire

<p>The Pennsylvania Department of Human Services appreciates your participation. <i>Your specific responses and comments will be held in strictest confidence</i></p>
<p>Applicant / Sub-contractor organization where the ELRC Leadership individual is/was employed:</p>
<p>Applicant /Sub-contractor's ELRC Leadership individual about whom this information is provided:</p>
<p>Reference Provider's organization name:</p>
<p>Reference Provider's contact name & title:</p>
<p>Reference Provider's contact signature:</p>
<p>Date:</p>
<p>How long has the ELRC Leadership individual had a business relationship with the Reference Provider's organization?</p> <p>Describe the objectives of the relationship or program/project objectives.</p> <p>Describe the role in the program/project that the ELRC Leadership individual holds/held, the nature of the work completed by the ELRC Leadership individual, and the total estimated hours worked on behalf of the Reference Provider's organization.</p>

APPENDIX D

**RFA# 21-21
Early Learning Resource Centers (ELRC)**

ELRC Leadership Individual Reference Questionnaire

Rate the Key Personnel’s performance in the following areas by circling the applicable rating

Rating Guideline	
Rating	Description
10, 9	Excellent
8, 7	Very Good
6, 5	Good
4, 3	Fair
2, 1	Poor
N/A	Not Applicable

Explain ratings of 1, 2 or N/A (*Not Applicable*) in the Comments section below.

#	Area	Rating	
1.	Proficiency in Managing a Large Project/Program	10 9 8 7 6 5 4 3 2 1	N/A
2.	Proficiency in Problem Identification and Resolution	10 9 8 7 6 5 4 3 2 1	N/A
3.	Proficiency in Work Plan Development	10 9 8 7 6 5 4 3 2 1	N/A
4.	Ability to Work with Staff Members from his/her Own Organization	10 9 8 7 6 5 4 3 2 1	N/A
5.	Ability to Work with Your Management Team	10 9 8 7 6 5 4 3 2 1	N/A
6.	Ability to Work with Your Organization’s Staff	10 9 8 7 6 5 4 3 2 1	N/A
7.	Written Communication Skills	10 9 8 7 6 5 4 3 2 1	N/A
8.	Verbal Communication Skills	10 9 8 7 6 5 4 3 2 1	N/A
9.	Ability to Accept and Complete New Assignments	10 9 8 7 6 5 4 3 2 1	N/A
10.	Ability to Accept Changes in Direction or Assignments	10 9 8 7 6 5 4 3 2 1	N/A
11.	Flexibility and Ease to Work with when Accepting Direction	10 9 8 7 6 5 4 3 2 1	N/A
12.	Adherence to Established Procedures, Policies, and Methodologies	10 9 8 7 6 5 4 3 2 1	N/A

APPENDIX D

**RFA# 21-21
Early Learning Resource Centers (ELRC)**

ELRC Leadership Individual Reference Questionnaire

#	Area	Rating	
13.	Initiative with respect to degree of direction/monitoring required	10 9 8 7 6 5 4 3 2 1	N/A
14.	How successful is/was this individual in accomplishing assigned projects?	10 9 8 7 6 5 4 3 2 1	N/A
15.	How would you rate this individual on their ability to accurately and timely submit reports?	10 9 8 7 6 5 4 3 2 1	N/A
16.	How successful is/was this individual in Completing Your Program Requirements in prescribed timeframes?	10 9 8 7 6 5 4 3 2 1	N/A
17.	How would you rate this individual's ability to manage risks and issues?	10 9 8 7 6 5 4 3 2 1	N/A
18.	Individual's overall performance	10 9 8 7 6 5 4 3 2 1	N/A
19.	Would you recommend this Individual to another agency or company? <i>(Choose between 10 = absolutely would; or 1 = absolutely would not)</i>	10 9 8 7 6 5 4 3 2 1	N/A
20.	Would you accept this Individual to work on future Contracts/Projects with your Organization? <i>(Choose between 10 = absolutely would; or 1 = absolutely would not)</i>	10 9 8 7 6 5 4 3 2 1	N/A

APPENDIX D

**RFA# 21-21
Early Learning Resource Centers (ELRC)**

ELRC Leadership Individual Reference Questionnaire

Comments
<p>1) Explain ratings of 1, 2 or N/A (<i>Indicate the number for each of the areas on which you are commenting</i>):</p>
<p>2) Any Other Comments:</p>