

# APPENDIX E

## Corporate Reference Questionnaire

### Offeror Information

Offeror \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

### Reference Information

Corporation/Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

<b>Q1.</b> What function does/did the contractor perform for you?		
<b>Q2.</b> What is/was the dollar amount of your contract?		
<b>Q3.</b> What is/was the time period in which services were provided?		
<b>Ratings: Summarize contractor's performance and circle in the column on the right the number that corresponds to the performance rating for each rating category. Please use the following rating scale.</b>  <b>0–Unsatisfactory 1–Poor 2–Fair 3–Good 4–Excellent</b>		
<b>Q4.</b> Rate the contractor's overall performance.	Comments:	Rating: 0 1 2 3 4
<b>Q5.</b> How would you assess the contractor's key personnel?  (How long did key personnel work on the contract – did they effectively manage the contract – were they responsive to technical direction?)	Comments:	Rating: 0 1 2 3 4

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<p><b>Q6.</b> Please rate and comment on the contractor's ability to work with your in-house staff.</p>	<p>Comments:</p>	<p>Rating: 0 1 2 3 4</p>
<p><b>Q7.</b> Please rate and comment on the contractor's technical skills and knowledge in providing technical assistance and consultant services.</p>	<p>Comments:</p>	<p>Rating: 0 1 2 3 4</p>
<p><b>Q8.</b> Please rate and comment on the contractor's quality of work.</p>	<p>Comments:</p>	<p>Rating: 0 1 2 3 4</p>
<p><b>Q9.</b> Please rate and comment on the contractor's commitment to completing work in a timely fashion.</p>	<p>Comments:</p>	<p>Rating: 0 1 2 3 4</p>
<p><b>Q10.</b> Please rate and comment on the contractor's commitment to completing projects at the agreed-upon cost.</p>	<p>Comments:</p>	<p>Rating: 0 1 2 3 4</p>

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<p><b>Q11.</b> Would you hire the contractor again for another project? Please explain your rating.</p>	<p>a. Yes b. No</p> <p><b>Explanation:</b></p>
<p><b>Q12.</b> What do you view as the contractor's greatest strength?</p>	<p>Comments:</p>
<p><b>Q13.</b> What do you view as the contractor's greatest weakness?</p>	<p>Comments:</p>
<p><b>Q14.</b> Is there anything you would like to add concerning the contractor?</p>	<p>Comments:</p>

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_