# SCHEDULE D - Reference Form

**Form D1**

*Each Proponent should provide references from three (3) different clients* (excluding the Partnership) *who have obtained services similar to those required in this RFP from the Proponent within the last three (3) years.*

*The Partnership is not required to contact all references provided by the proponent. In addition, references other than those provided by the proponent (including but not limited to Partnership staff) may be contacted to obtain additional information that will be used in evaluating the Proponent’s past performance.*

*Past performance will be evaluated on a pass/fail basis. Items to be evaluated include but is not limited to:*

* 1. *Conformance to contract requirements*
	2. *Adherence to contract schedules*
	3. *Cost Performance*
	4. *Risk Management*
	5. *Reasonable and Cooperative behavior (Business relations)*
	6. *Commitment to Customer Service*
	7. *Concern for the interest of the Customer*

|  |  |
| --- | --- |
| Proponent: |  |

**Reference #1**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

**Reference #2**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

**Reference #3**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

**Form D2**

*Each Proponent should provide references from two (2) different clients* (excluding the Partnership)  *to whom each candidate proposed for a key role has provided services within the last three (3) years in a role similar to that set out for the candidate in the Proposal.*

*Please include in the Proposal a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.*

|  |  |
| --- | --- |
| Name of Candidate: |  |
| Proposed Role: |  |

**Reference #1**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |

**Reference #2**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Title: |  |
| Contact Telephone Number: |  |
| Date Work Undertaken: |  |
| Nature of Assignment: |  |