

## **Attachment C**

### **Past Performance Information Instructions, Reference List & Survey**

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#### **Reference List Requirements:**

- All surveys must be sent to the contracting officer listed on the cover page of this RFP.
- Each bidder must prepare and submit a list of clients that will evaluate their performance, and is encouraged to only submit highly satisfied references.
- Please provide at least three references. If a company cannot provide references, the selection committee can rate their submitted performance in a relative fashion.
- All past projects must be complete and final payment must be received (the client must be able to respond to the survey questions).
- The reference list must contain different projects. You cannot have multiple people evaluating the same project (for a particular component).
- The client or buyer must complete the survey (you cannot have other consultants or third parties evaluate your performance).

#### **Survey Questionnaire Requirements:**

- Each bidder must prepare, notify, and send survey questionnaires to each individual listed on the Reference List.
- All returned surveys MUST be signed by the client. If a survey is not signed, it will NOT be counted/considered.
- Each bidder is responsible for making sure that their clients receive the survey, complete the survey, and return the survey.

#### **Past Performance Information Score:**

- The State may contact the reference to clarify a survey rating or to check for accuracy. If the reference cannot be contacted, the survey will be deleted and no credit given for that reference. The State may also adjust scores/ratings if the State determines that the criteria/requirements have not been followed.

## REFERENCE LIST AND PAST PERFORMANCE INFORMATION SCORE

Name of Company: \_\_\_\_\_

| NO | CLIENT<br>NAME | POINT OF<br>CONTACT | PHONE<br>NUMBER | DATE<br>SERVICED | AWARDED<br>COST |
|----|----------------|---------------------|-----------------|------------------|-----------------|
| 1  |                |                     |                 |                  |                 |
| 2  |                |                     |                 |                  |                 |
| 3  |                |                     |                 |                  |                 |
| 4  |                |                     |                 |                  |                 |
| 5  |                |                     |                 |                  |                 |
| 6  |                |                     |                 |                  |                 |
| 7  |                |                     |                 |                  |                 |
| 8  |                |                     |                 |                  |                 |
| 9  |                |                     |                 |                  |                 |
| 10 |                |                     |                 |                  |                 |