

REFERENCE CHECK

BID NUMBER: _____

BID NAME: _____

VENDOR NAME: _____

Reference Check Company Name: _____

What specific services does this company perform for your company? Please provide as much detail about the project as possible.

Was the company's performance satisfactory?

Did the company keep to a set schedule and execute projects in a timely manner? If not, how long of a delay(s) was incurred and what were the reasons for the delay(s)?

Did the company have sufficient resources (e.g., staff, equipment, etc.) to fulfill their contractual requirements?

Was your company satisfied with the personnel that were assigned to your company? Did the company make the appropriate efforts to assure quality, knowledgeable personnel are assigned as required?

Do you know if your company experienced any invoicing problems?

Was your company aware of any issues regarding the payments of employees' salaries?

How responsive and effective was the company in resolving any disputes that may have developed with staff?

Additional Comments:

Would you consider hiring this company again?

Yes No

Name: _____

Date: _____