**REFERENCE VERIFICATION**

PROCUREMENT/CONTRACT NO.:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT/SERVICE TITLE:

CONSULTING FIRM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFERENCE CONTACTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT REFERENCED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QUESTIONS:

1. Please verify the accuracy of the information submitted?

[Proposer’s description of completed project/service.]

1. What was the time period that they worked on the project?

Start Date: Completion Date:

1. Did they efficiently and effectively carry out their contractual obligations?
2. Did the final product meet all required criteria?
3. Were any change orders. Specification changes or schedule extensions required to complete the project?
4. Did you encounter any problems with the Contractor, their Staff or Subs Consultants throughout their period of performance?