**APPENDIX F**

**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

**RFP # 90-630-19-36394**

**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

**FOR:**

(Name of Offeror)

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror’s experience relevant to the scope of work in an effort to establish Offeror’s responsibility.

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:

Theresa Mendibles, SPD Procurement Specialist

1100 St. Francis

Santa Fe, NM 87502

Email: theresa.mendibles@state.nm.us by 3:00 pm (MDT) July 23, 2019 for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

**RFP # 90-630-19-36394**

**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

**FOR:**

(Name of Offeror)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, <Insert your Agency Name> via facsimile or e-mail at:

Name: Theresa Mendibles, SPD Procurement Specialist

 State Purchasing Division

 Address: 1100 St. Francis

 Santa Fe, NM 87502

 Telephone: 505- 827-0499

 Email: theresa.mendibles@state.nm.us

 No later than 2:00 pm (MDT) July 23, 2019**,** and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the State of New Mexico Procurement Specialist listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

|  |  |
| --- | --- |
| **Company providing reference:** |  |
| **Contact name and title/position** |  |
| **Contact telephone number** |  |
| **Contact e-mail address** |  |
| **Project description;** |  |
| **Project dates (starting and ending);** |  |
| **Technical environment for the project your providing a reference** (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware); |  |

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**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

**FOR:**

(Name of Offeror)

QUESTIONS:

1. In what capacity have you worked with this vendor in the past?

COMMENTS:

1. How would you rate this firm's knowledge and expertise?

  (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

1. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?

 (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

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**FOR:**

(Name of Offeror)

1. How would you rate the dynamics/interaction between the vendor and your staff?

 (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

1. Who were the vendor’s principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: Rating:

Name: Rating:

Name: Rating:

Name: Rating:

COMMENTS:

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**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

**FOR:**

(Name of Offeror)

1. How satisfied are you with the service and communication provided by the vendor?

 (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

1. With which aspect(s) of this vendor's services are you most satisfied?

 COMMENTS:

1. With which aspect(s) of this vendor's services are you least satisfied?

 COMMENTS:

1. Would you recommend this vendor's services to your organization again?

COMMENTS: