

RFP 2017-0500-3552
SAMPLE REFERENCE CHECK FORM & SCORE SHEET

Vendor Name: _____
Reference Name: _____
Reference Checker Name: _____ Initials: _____
Contact Attempt 01 date/time: _____ Initials: _____
Contact Attempt 02 date/time: _____ Initials: _____
Email reference to request a good time to call? Yes Initials: _____
Contact Attempt 03 date/time: _____ Initials: _____

Valid Reference

Total score: _____

Invalid Reference

Note: contact attempts must be on different days during regular business hours for the reference.

Unless instructions state otherwise, statements of "I don't know," "I couldn't say," or similar shall be scored as 1 point

Hello, my name is [state your name] with the Alaska Department of Education and Early Development. Your name was provided as a business reference for [offeror name]. Do you have about ten minutes to discuss [offeror name]?

Yes

No

If "No" ask if there is another time that would be better to call. If not, thank them and mark this reference as invalid.

New contact date/time: _____

Are you familiar with the [offeror name]?

Yes

No.

[If yes, proceed to the following statement...If "No" this concludes the reference check, thank them and mark this reference as invalid.]

We are seeking an experienced Alaskan Educator who is interested in applying their education skills in a coaching setting to increase the capacity of low performing schools and districts to increase student achievement. Offerors must have knowledge of current research and practices in the six effective school domains of curriculum, assessment, instruction, supportive learning environment, professional development and leadership. Coaches work as independent contractors. Can you attest to their ability to provide this service?

Yes

No.

[If yes, proceed to the following question...If no, this concludes the reference check. Thank the contact for their time, and mark the reference as invalid.]

Q#1. Score _____

On a scale of 1-10, with 10 being high, overall how well did they perform those services?

1 to 3 (1 point)

4 to 7 (5 points)

8 to 10 (10 points)

Q#2. Score _____

Did they ever have a problem in providing those services?

No = 5 Points

"do not know"/"cannot say" or equivalent =5 Points

Yes

If yes, proceed to the following question...

On a scale of 1-10, with 10 being high, overall how well did they respond to the problem?

1 to 3 (1 point)

4 to 7 (1 point)

8 to 10 (10 points)

Q#3. Score _____

Did they accurately complete all of the required paperwork?

No 1 Point (if response is "do not know"/"cannot say" or equivalent mark as a "No.")

"We did not require paperwork" or equivalent, 5 points

Yes

If yes, proceed to the following question...

On a scale of 1-10, with 10 being high, overall how well did [offeror name] complete all of the required paperwork?

1 to 3 (1 point)

4 to 7 (5 points)

8 to 10 (10 points)

Q#4. Score _____

On a scale of 1-10, with 10 being high, rank their ability to meet deadlines and follow through on projects to completion.

1 to 3 (1 point) 4 to 7 (5 points) 8 to 10 (10 points)

Q#5. Score _____

On a scale of 1-10, with 10 being high, rank their coaching abilities and qualities.

1 to 3 (1 point) 4 to 7 (5 points) 8 to 10 (10 points)

Q#6. Score _____

On a scale of 1-10, with 10 being high, rank their overall quality of work.

1 to 3 (1 point) 4 to 7 (5 points) 8 to 10 (10 points)

Q#7. Score _____

On a scale of 1-10, with 10 being high, rank their dependability.

1 to 3 (1 point) 4 to 7 (5 points) 8 to 10 (10 points)

Q#8. Score _____

On a scale of 1-10, with 10 being high, rank how well they met the terms of the contract.

1 to 3 (1 point) 4 to 7 (5 points) 8 to 10 (10 points)

Q#9. Score _____

If you were able to make the decision, would you hire them to perform these services?

Yes +10 Points

No -10 Points

This concludes the reference check. Thank you for your time and cooperation. If you have any questions about this reference check please contact Rob Roys at 907-465-8654. Thank you.