

ATTACHMENT 7
STATE OF ALASKA ITB # 2025-0200-0280 / 02-107-25
DMV CONTRACT AGENT SERVICES GLENNALLEN, ALASKA

CLIENT REFERENCE FORM

- A complete and separate Client Reference Form must be provided for each reference.
- Bidder must complete the first part of the Client Reference Form, filling in the information for Company (Bidder) Name, Company (Bidder) Address, and the Name of Project.
- A responsible party of the organization for which the services were provided (the Client) must provide the reference information.
- The person providing the reference must sign and date the form.
- The Client Reference Form(s) must be submitted with the Bidder's bid.
- The State may contact the reference to verify the information given within the Client Reference Form and within the bid. If the State finds erroneous information the bid may be rejected.
- If all questions are not answered on the Client Reference Form, if information is missing, or if the form is not signed bid may be rejected.
- If a bid is submitted without a Client Reference Form the bid may be rejected.

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Client Reference Form

Bidder Information

Company Name (Offeror):	Company (Offeror) Address:
Name of Project:	

Client Information

Organization Name (Client):	Organization Address:
Person Providing the Reference:	Title:
Phone Number:	Email address:
Reference <u>Signature</u> & Date:	

The person providing the reference, as identified above, must provide the following information. This person must be a responsible party of the organization for which the work was performed. This person should have comprehensive knowledge about the project and the company's (Bidder's) role and responsibilities within the project.

1. Briefly describe the services provided by the company identified above.

2. Rate each of the following concerning this company's performance using the ratings below:

S – Strongly Agree/Very Positive
A – Agree/Positive
N – Neutral
D – Disagree/ Negative
F – Failed

Rating

_____	This company ensured the project deliverables were completed on time and within the agreed budget.
_____	This company provided the appropriate resources to the project.
_____	This company was knowledgeable in providing the services.
_____	The business relationship with this company was positive and cooperative, versus negative and adversarial.
_____	This company provided open, timely communications, and was responsive to our needs and requirements.
_____	I would choose to work with this company again.

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Additional Comments:
