State of Vermont

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Project Name Here

Abbreviated Vender Reference Check

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Prepared By: (Your Name)

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# Revision History

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| Version | Date | Author(s) | Revision Notes |
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# Reference Check Form

**Vendor Name:**

**Reference Name:**

**Company Name:**

**Contact Number:**

**Introduction:** Hello, my name is [caller’s name] with [agency name]. We are currently evaluating vendor proposals for [solicitation title] and checking vendor references. Your name and number were provided to us as a reference for [vendor name]. Do you have a few minutes to answer some questions?

1. How long have you used this particular vendor in a consulting capacity?

2. How many different projects has this vendor been used on in a consulting capacity?

3. How many different consultants:

a. Have you used in the past? Or

b. Are you currently using?

On a scale of one to ten, with ten being completely satisfied and one being completely unsatisfied, how would you rate the following?

a. Overall vendor ability to provide articulate recommendations? Rating\_\_\_\_

b. Overall vendor ability to provide feasible and functional recommendations?
 Rating\_\_\_\_

c. Overall vendor reliability? Rating\_\_\_\_

d. Overall vendor ability to meet timelines or deadlines? Rating\_\_\_\_

e. Overall quality of vendor deliverables? Rating\_\_\_\_

f. Overall vendor personnel experience level? Rating\_\_\_\_

5. On a scale of one to ten, with ten being excellent and one being unsatisfactory, how would you rate the following:

a. The company’s attitude toward customer service? Rating\_\_\_\_

b. The company’s ability to resolve problems? Rating\_\_\_\_

c. The company’s overall performance? Rating\_\_\_\_

6. On a scale of one to ten, with ten being “absolutely would” and one being “absolutely would not,” would you recommend this vendor to another agency or company?

Rating\_\_\_\_\_\_

7. In your opinion, what are the vendor’s …

a. Strengths?

b. Weaknesses?

8. Do you have any additional comments?

Total Rating\_\_\_\_\_\_\_\_

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[Signature of person conducting reference checks]