HOW TO DO A REFERENCE FOR A DESIGN FIRM APPLYING FOR A PUBLIC BUILDING PROJECT

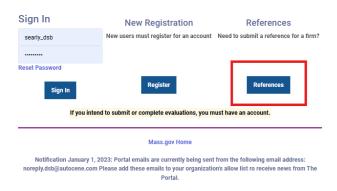
To apply for a public building project through the Designer Selection Board, Designers are required to have either 3 evaluations by public agencies or references from private entities. Below describes the process to do a reference. The process should take only 3-7 minutes.

To Do a Reference:

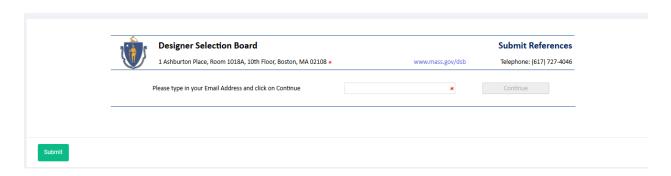
- Go to the application webpage called the Designer Selection Network: <u>Login Designer Selection</u> <u>Network</u>
- 2. Click References on the page:



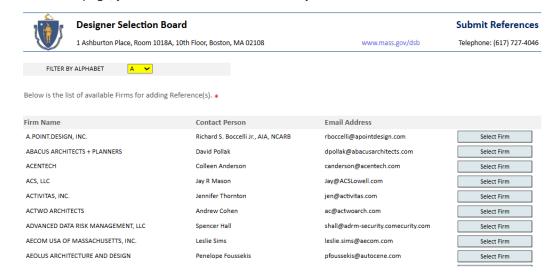
Commonwealth of Massachusetts Designer Selection Network



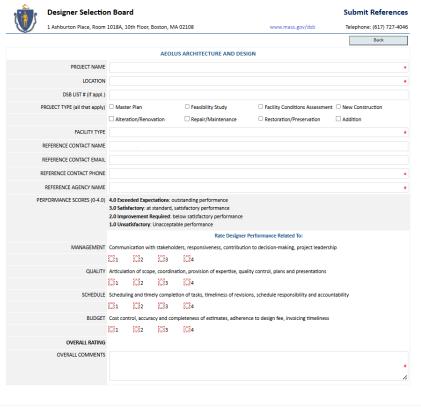
3. This will take you to the sign-in-page which requests your email to proceed.



4. On the next page, you will **select** the firm for which you would like to do a reference:



5. Your selection will take you to the reference questionnaire page. This page will request information about your project, then has a list of performance related scoring, and lastly the ability to add a comment. After completing the questionnaire hit **submit** and you are done.



Thank you for taking the time to submit a reference. It is very important to the design firm's success in receiving a project. If you have questions, please contact us at infodsb@mass.gov.