**Sample Reference Review Form**

**Use additional pages if necessary**

**RFR Name/Title:** Click here to enter text.

**RFR Number:** Click here to enter text.

**Bidder:** Click here to enter text.

**Reference:** Click here to enter text. **Phone:** Click here to enter text.

**Date & Time:** Click here to enter text. **Interviewer:** Click here to enter text.

1. Bidder’s ability to provide required commodities or services

Excellent Good Fair Poor

1. Bidder’s reputation, ethical approach and integrity in performance

Excellent Good Fair Poor

1. Bidder’s organizational approach (reporting, internal controls, use of staff)

Excellent Good Fair Poor

1. Bidder’s interpersonal skills (communication, leadership, thoroughness, diligence)

Excellent Good Fair Poor

1. Are you aware of any substantiated complaints against the bidder?

Yes (explain below) No Other

Click here to enter text.

1. Were there any significant achievements by the bidder?

Click here to enter text.

1. Would you rehire or recommend the hiring of this bidder?

Click here to enter text.

Additional questions/comments:

Click here to enter text.