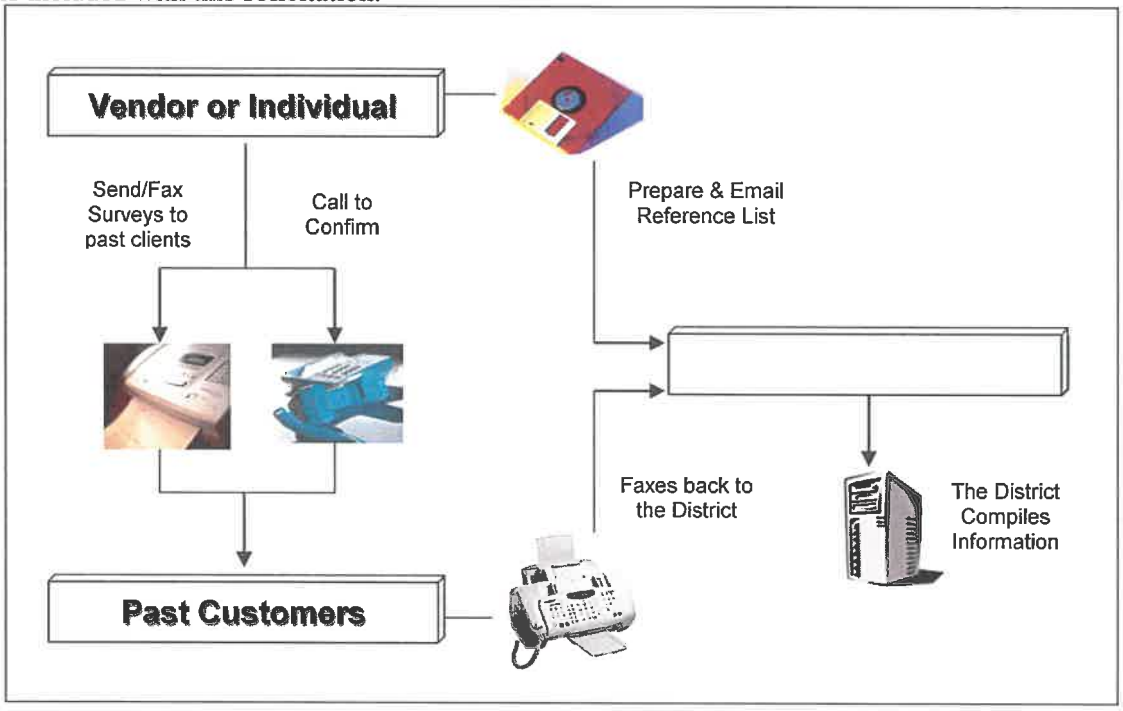
DETAILED INSTRUCTIONS ON HOW TO PREPARE A REFERENCE LIST AND HOW TO PREPARE AND SEND PERFORMANCE EVALUATION SURVEYS

The objective of this process is to identify the past performance of a firm and key personnel assigned to perform the specified services. This is accomplished by sending survey forms to past and/or present clients. The clients will return the forms directly to the District, and the ratings will be averaged together to obtain a firm's past performance rating. The figure below illustrates the survey process. The survey form is included with this solicitation.



SAMPLE REFERENCE LIST

Below is the format you will follow for submitting your reference list. We have included an example of the information that should be included. You will enter past and/or present clients that you have provided similar services for that you have sent the Performance Survey form to. **Include Reference List with Offer.**

Survey ID #	First Name	Last Name	Phone	Fax	User Name	Project Name	Date Completed	Cost of Project
101	Joe	Smith	602.555.5555	602.555.5556	City of Glendale	Glendale Fire Systems	6/30/2010	$80,000
102								
103								
104								
105								