



**ATTACHMENT A -  
REFERENCES**

**CITY OF PHOENIX**  
Water Services Department  
200 W. Washington St.  
9<sup>th</sup> Floor  
Phoenix, AZ 85003

**1. OFFEROR'S NAME:** \_\_\_\_\_

**Instructions to Offeror:** The Offeror is to provide three (3) verifiable professional references. This two-page form should be provided to each reference, and the form must be returned to the Procurement Officer directly by the reference. Emphasis should be placed on providing references that can further demonstrate the Offeror's experience and ability to meet the requirements outlined in the Scope of Work.

**The Offeror listed above will receive a score during the evaluation based the responses to this reference questionnaire.**

**Instructions for Reference:** Please return the completed form (via email) to Procurement Officer Aide Acedo at [jennifer.nieschulz@phoenix.gov](mailto:jennifer.nieschulz@phoenix.gov).

If you are unable or unwilling to complete the reference questionnaire, please notify the company that sent you this reference form as soon as possible so they may select another reference.

This reference form must be received by the Procurement Officer no later than the solicitation deadline: **2:00 p.m. Phoenix local time on Friday, April 25, 2025.**

**2. Information to be filled out by Offeror's Reference:**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Phone No.: \_\_\_\_\_  
Contract No.  
(if applicable) \_\_\_\_\_  
Contract Description: \_\_\_\_\_



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Aggregate Spend of Contract	Start Date:	End Date:
Description of project (including the role of Offeror)		
<hr/> <hr/> <hr/>		
Contractor's Performance: <input type="checkbox"/> In Good Standing: <input type="checkbox"/> Not In Good Standing		

A person or organization in **good standing** is regarded as having complied with all explicit contract obligations, while not being subject to any form of sanction, suspension or disciplinary censure.

**3. Reference Questionnaire**

1. Did the vendor's method help your company regarding accomplishing a similar scope of work?  
 No  
 To the extent expected  
 More than expected
2. Did the vendor provide its services and deliverables in a timely manner?  
 No, almost always late  
 Fairly timely  
 Yes, on time or better
3. Would you hire this vendor again for a similar engagement?  
 No  
 Maybe  
 Definitely



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**Reference Questionnaire (continued)**

4. How would you rate the impact of the project on your organization? Did you get the outcomes you expected?
- Less than expected
  - To the extent expected
  - More than expected
5. How effectively did the vendor work with you and your project staff?
- Less than expected
  - To the extent expected
  - More than expected

Please provide any additional comments below:

**I certify that the information provided is accurate and complete. Please print, sign, date and return the form to the Procurement Officer listed on the preceding page. The form may be signed with an electronic signature. If signed electronically, it must be signed using a software program that has a verifiable source, such as Adobe Sign, DocuSign, or a similar verifiable software program.**

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Signature

Date

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Print Name

Title

**Please sign, date and return the form to the Procurement Officer listed above.**

**Thank you for your time.**