**REFERENCES**

# PROPOSER REFERENCES FROM CLIENTS

Proposers are required to provide One (1) client references, including contact information, for similar projects that the Proposer has completed within the past five (5) years. It is preferred that at least one (1) client reference be a government sector client.

**The Proposer is required to include the three (3) references in the Proposal submitted to the City.**

**CITY OF KCMO REFERENCE CHECK**

# GENERAL INFORMATION

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| --- | --- |
| Name of Proposer |  |
| Subcontractor/Third Party |  |
| Product or Service Reviewed |  |

# REFERENCE CHECK INFORMATION

|  |  |
| --- | --- |
| Business/Firm Name |  |
| Business/Firm Address |  |
| Contact Name |  |
| Title |  |
| Telephone Number |  |
| Fax Number |  |
| E-mail Address |  |

1. Were the services performed satisfactorily?

1. Were the invoices detailed and accurate?

If the invoicing was not accurate, explain how easy or difficult it was to reconcile or have the invoicing updated.

1. Were there any staffing disputes? If so, explain how easy or difficult it was to have staff replaced.

1. Were you happy with the cost of your services?

1. Are you still using this Business/Firm for these services?

1. Do you plan to continue this relationship?

1. Additional Comments:

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