**GOSPORT BOROUGH COUNCIL (GBC)**

**Community Skip provision**

**Appendix 2 - REFERENCE QUESTIONNAIRE**

**You are required to submit 2 references from 2 different referees.**

PLEASE RETURN YOUR RESPONSES BY: 14 August 2022 at 12:00

You must complete Section 1 of this reference questionnaire for each referee, which you should then forward to your referees. They must complete Section 2 and send the completed questionnaire (with both sections) **DIRECTLY** to [procurement@gosport.gov.uk](mailto:procurement@gosport.gov.uk) .

It is then the respondents’ responsibility to check that the Council has received the required number of references in the required format before the closing date of this opportunity, please do this by e-mailing as above. This e-mail must only be used for reference issues, any other questions regarding this opportunity must be raised via the Proactis messaging facility. In urgent time limited circumstances please call 02392 545610

Thank you for taking the time to complete and return this questionnaire.

Please be aware that if we do not receive a returned questionnaire this will invalidate your bid and it will not proceed to evaluation.

If you require an extension of time to complete the questionnaire please inform the Supplier seeking the reference and the Council using the email address above. The time limit will only be awarded in exceptional circumstances as decided by the Council and this MUST be agreed before the closing date above.

**SECTION 1 - OVERVIEW**

***To be completed by the supplier expressing interest in the Authority's tender before forwarding the questionnaire to the Client referee***

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Company Name**  *supplier/contractor* |  | |
| **2.** | **Contact**  *Person completing section 1 of this form* | Name |  |
| Position |  |
| Email |  |
| **3.** | **Title of GBC Project**  *expressing an interest in* |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.** | **Client**  *Details of the company/person you are requesting*  *a reference from* | Company name | |  |
| Name of contact | |  |
| Position in organisation | |  |
| Company address | |  |
| Email | |  |
| Telephone number | |  |
| **5.** | **Location**  *of site/works* | Site name | |  |
| Address | |  |
| City | |  |
| **6.** | **Dates**  *of contract/work* | Start date | |  |
| End date | |  |
| **7.** | **Value**  *of contract/work* | **£** | | |
| **8.** | **Description of the Project**  *Provide a general overview of the project* | |  | |

**SECTION 2 - REFERENCE QUESTIONNAIRE**

***To be completed by the Client referee and forwarded directly to the Council via the email address stated***

**Client Referee Details**

|  |  |
| --- | --- |
| **Contract/Project Name** |  |
| **Company Name** |  |
| **Name of Referee** |  |
| **Position in Company** |  |
| **Telephone Number** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Representation of Services** | **Yes** | **No** |
| Please confirm that the description of the project, dates and values provided in the Overview (section 1, above) is an accurate representation of the services and works undertaken for your organisation in respect of the discreet package of services and works covered under the contract stated. |  |  |
| Please provide any further comments as required (expand box as needed): | | |

Please rate the service performance of the bidder in each of the areas set out in the table below. Tick (or type Y) in the relevant box for the performance areas set out below using the following criteria:

|  |  |
| --- | --- |
| **Judgement** | **Performance** |
| Excellent | The bidder exceeded the service levels expected. |
| Good | The bidder met the service levels expected to a high standard. |
| Satisfactory | Overall the bidder met the service levels expected. |
| Unsatisfactory | The bidder failed to meet expected service levels to the extent that terms of the contract / specification / offer were breached in full or in part |
| NA | Not applicable to the contract / project delivered |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance**  **Element** | **Excellent** | **Good** | **Satisfactory** | **Unsatisfactory** | **NA** |
| 1. Delivery to agreed cost |  |  |  |  |  |
| 1. Delivery to agreed timescales |  |  |  |  |  |
| 1. Quality of work |  |  |  |  |  |
| 1. Management of staff |  |  |  |  |  |
| 1. Management and mitigation of project risk |  |  |  |  |  |
| 1. Quality of stakeholder engagement |  |  |  |  |  |
| 1. Level of added value brought to the project (if applicable please provide details in comment box below) |  |  |  |  |  |
| 1. Management of contract – communication, invoicing and problem solving |  |  |  |  |  |

Please provide any comments you may have regarding the performance of the contractor below (expand box as needed) that support any ratings you have provided above or that relate to any additional elements not listed above.

|  |
| --- |
|  |

Further to the performance elements tested above please provide information if any of the following issues have applied to the contract / project using the box (expand as needed) below:

* Details of any legal / financial penalties applied
* Details of any issues - with Contractor, Consultant, with Sub-Consultants / Supply Chain, 3rd party approving bodies, etc. and how these were resolved
* Details of any major variations to the contract and how these were resolved operationally and financially

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