



REFERENCE QUESTIONNAIRE FORM

REFERNECE CHECK FOR: _____ (Firm Receiving Reference)	
Solicitation #/Title:	
Reference Organization:	
Reference Contact Name:	Reference Phone #:
Reference Contact Email:	Date Completed:

The City of Florida Procurement Hub is conducting a reference check for [Firm Receiving Reference], who has submitted a bid/proposal in response to the above-referenced solicitation. Your input is valuable in helping us assess their qualifications and past performance.

Please answer the following questions based on your experience working with this firm:

1. What type of project or service did the firm provide for your organization?
Include a brief description of the scope, size, and value of the project.

2. When was the work performed?

- Start Date: _____
- End Date: _____

3. Did the firm meet the project schedule and deadlines?

- ☐ Always
- ☐ Usually
- ☐ Sometimes
- ☐ Rarely



☐ Never

Comments: _____

4. Was the firm responsive and professional in its communications?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Comments: _____

5. Was the firm cooperative and easy to work with during the project?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Comments: _____

6. Did the firm stay within budget?

☐ Yes

☐ No

☐ N/A

If no, please explain: _____

7. Were there any issues related to quality of work, compliance, or disputes?

☐ Yes

☐ No

If yes, please describe: _____

8. Would you hire or contract with this firm again?

☐ Definitely

☐ Maybe



☐ No

Comments: _____

Please return this completed form by August 1, 2025 via email to:
JDoe@FloridaProcurementHub.com

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