**Appendix D – Reference Template**

As part of a Proposer’s response to this RFP, three written references must be provided. These references must be provided in writing using the Reference Template below. Proposers must ask their three references to fill out the Template answering all the questions shown below to the best of their ability. References must be from a minimum of three (3) contracts/orders with governmental and/or commercial customers that demonstrate recent and relevant past performance. Recent is defined as within the last three (3) years. Relevant is the provision of products and/or services similar in size, scope and duration as that described in this RFP. The Proposer must provide the three references alongside the information sought below, and include it in Part 6 of their non-price proposal.

-----

**School Produce RFP**

**Reference questions for (Name of Vendor for which this Reference is being provided):**

**Reference from (Name of individual and organization filling this out):**

1. Please describe your relationship with the Vendor?
2. For how long? Does it continue today?

1. Would you like to continue working with the Vendor? Please describe why.
2. What products did the Vendor provide you?
3. Were there any times where the quality of the products were unacceptable? If so, how was it handled?
4. Was the Vendor able to regularly meet your delivery timeframe? If ever delayed, was it handled well?
5. How would you describe the Vendor’s overall customer service? Was the Vendor responsive?