

## Project Reference Form

### Project Reference Form Instructions

1. This Project Reference Form template (Appendix A) **must** be used for each project submitted in response to Mandatory Requirement M2 for each Work Stream the Offeror is proposing against.
2. **Other than entering answers with resulting format accommodations in the areas provided herein, the original content of this form must not be changed. Any changes other than entering answers with resulting format accommodations may result in disqualification of the Offer.**
3. Each Project Reference Form Appendix A may be used for **only one (1) project**.
4. **A maximum of three (3) Project Reference Forms are to be submitted per Work Stream.** If an Offeror submits more than three (3) Project Reference Forms for a single Work Stream, CIRNAC will only evaluate the first three (3) Project Reference Forms identified for the same Work Stream in the order in which they are first presented in the Offeror's Offer.
5. The "**Legal Name of the Offeror**" provided in the Project Reference Form should be the same legal name provided in the Offer submitted to CIRNAC.
6. The Offeror **MUST** forward the Project Summary information to each referring Client Project Authority, for completion of the Project Reference Form. The completed form, duly signed by the referee must be submitted as part of the Offeror's Offer. The Offeror **MUST NOT** sign reference forms on behalf of the referee.
7. An acceptable client signature is an original hand-written then scanned (.pdf) signature, or a pdf with a digital e-signature with date and timestamp.
8. The completed form must be submitted as part of the Offeror's Offer.

## Project Reference Form

Legal Name of the Offeror	
Project Name / Project Identifier #	
<b>QUESTION</b>	<b>RESPONSE</b>
Work Stream to which this Project is submitted:	<input type="checkbox"/> Stream 1 Strategic Program and Policy Advisory Services <input type="checkbox"/> Stream 2 Technical Advisory Services
Name of firm that worked on and invoiced the Client Project	
Client Reference (Organization) Name	
Client Contact Name, Title and Role in the Project	
Client Contact Telephone Number or Client Contact email	
Nature of Assignment (Brief Overview of the Project)	
Project Start Date (DD-MM-YYYY)	
Project Completion Date (DD-MM-YYYY)	
<b>Please respond "Yes" or "No" to each of the following questions</b>	
<b>1. Did the Offeror meet the following critical factors?</b>	<b>RESPONSE</b>
a) Completed the project on time / delivered services in accordance with pre-defined timelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Stayed within the pre-established budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Met the project objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Complied with the terms of the Statement of Work / Contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Was the Offeror primarily responsible for...?</b>	<b>RESPONSE</b>
a) ...the completion of the Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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b) ...directly managing the Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Did the Offeror provide...</b>	<b>RESPONSE</b>
a) ...personnel on time to begin the Project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) ...qualified personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) ...continuity of assigned personnel for the duration of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) ...qualified replacement personnel in a timely manner (where applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
e) ...quality and complete deliverables?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) ...accurate and relevant services in respect of the scope of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. As the Client Project Authority "referee" providing this reference, I have read the Project Summary attached to this reference form and agree with the description of the work provided by the Offeror for this project.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please complete and sign the following:</b>	
<b>Name (please print)</b>	
<b>Title/Organization</b>	
<b>Signature</b>	
<b>Date</b>	