Virginia Sheriffs' Association

First Responder Supplies and Equipment Procurement Program

Government Reference Form

INSTRUCTIONS TO BIDDERS:

Each bidder is required to submit five (5) completed Government Reference Forms. Forms must be completed directly by government customers and returned to the Virginia Sheriffs' Association (VSA) at jbennett@virginiasheriffs.org. Fewer than five (5) completed references will render a bid non-responsive. See Section 1.9 of the Terms and Conditions for additional information.

SECTION A – BIDDER INFORMATION

Bidder Company Name: _____

Primary Contact Name: _____

Email Address: _____

Phone Number: _____

Bid Number: 27-03-0520

SECTION B – GOVERNMENT AGENCY INFORMATION

Government Agency Name: _____

Department/Division: _____

Agency Address: _____

Agency Website: _____

SECTION C – REFERENCE CONTACT INFORMATION

Name: _____

Title: _____

Email Address: _____

Phone Number: _____

SECTION D – DESCRIPTION OF PRODUCTS AND/OR SERVICES

Products and/or services provided to your agency by the above bidder company:

_____

_____

Length of relationship with bidder:

☐ Less than 1 year ☐ 1–3 years ☐ 3–5 years ☐ More than 5 years

Is the bidder currently providing products or services to your agency?

☐ Yes ☐ No

SECTION E – PERFORMANCE EVALUATION

Evaluation Criteria:	**Excellent**	**Good**	**Satisfactory**	**Unsatisfactory**
Quality of products/services	☐	☐	☐	☐
Timeliness of delivery/performance	☐	☐	☐	☐
Responsiveness to issues or requests	☐	☐	☐	☐
Customer service and communication	☐	☐	☐	☐
Overall reliability	☐	☐	☐	☐

SECTION F – COMPLIANCE & PROFESSIONALISM

Did the bidder meet contractual obligations and specifications?

☐ Yes ☐ No

Were there any performance issues, disputes, or concerns?

☐ No ☐ Yes (please explain below)

_____

_____

SECTION G – OVERALL ASSESSMENT

Would you recommend this bidder for similar products or services?

☐ Yes ☐ No ☐ With reservations (please explain below)

_____

_____

SECTION H – CERTIFICATION

I certify that the information provided above is true, accurate, and based on my direct experience with the bidder identified in this form.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Thank you!

Please submit the completed form directly to the Virginia Sheriffs' Association at the contact below. Be sure to clearly include the bidding company's name on this form.

Jason D. Bennett
Virginia Sheriffs' Association
Reference: Bid No. 27-03-0520
jbennett@virginiasheriffs.org