



Vendor Reference for PEPPM Bid

You are completing a reference worksheet for a vendor who is planning to submit a bid to the PEPPM Cooperative Purchasing Program. PEPPM (www.PEPPM.org) is a purchasing cooperative exercising best-practices to achieve competitive purchasing contracts on behalf of education and public agencies. We appreciate your reference. It helps us ensure that all PEPPM-awarded vendors are responsible, capable, and responsive. **Please sign and promptly return this form to the vendor, so the vendor can include it with its bid submission.**

If you have any confidential information you would like to provide directly to PEPPM, please email that information to the PEPPM Bid team at BidQuestions@peppm.org.

Name of Vendor Seeking Reference _____

Name of Person Providing Reference _____

Reference's Title _____

School District or Agency Name _____

Address, State, Zip Code _____

Reference's Phone Number _____

Reference's Email Address _____

TRUE OR MOSTLY TRUE	No OPINION	NOT TRUE OR INACCURATE
------------------------	---------------	---------------------------

Pre-Sale Service

☐	☐	☐	Vendor was knowledgeable about the product you purchased.
☐	☐	☐	Vendor could fully answer questions about the products you purchased.
☐	☐	☐	Vendor's answers were truthful and accurate.
☐	☐	☐	Vendor was knowledgeable and truthful about contracting options.

Quality of Product, Service and Delivery

☐	☐	☐	Products delivered were exactly those specified.
☐	☐	☐	Promised services were provided.
☐	☐	☐	Deliveries were made correctly, safely, completely, and timely.

Post-Sale Services

☐	☐	☐	Invoices were correct as to price, quantity, and contract terms.
☐	☐	☐	Warranty and return options, if exercised, were honored.
☐	☐	☐	Follow-up customer services, installations, or configurations were provided as promised.

Your Overall Impression

☐	☐	☐	Vendor is honest.
☐	☐	☐	Vendor is capable.
☐	☐	☐	You would use this vendor again.
☐	☐	☐	You would recommend this vendor to other public agencies.

Comment _____

Signature _____ Date _____