

Northern New Mexico College
RFP#2019-001
Payroll and Related Human Resource Services

Offeror Key Personnel - Past Performance Questionnaire

For:

(Name of Offeror Key Personnel)

The above Offeror has listed you as professional reference. Please return this form to Northern New Mexico College no later than March 26, 2019 by close of business (MDT).

Please send the completed questionnaire to:

Name: Cheryl James, Procurement Manager
Address: 921 Paseo de Onate, Espanola, NM 87532
Telephone:(505) 747-2162 Fax: (505) 747-2180
or via Email: cheryl.james@nnmc.edu

For questions or concerns regarding this form, please contact the Procurement Manager listed above.

Reference Name: _____

Title/Position: _____

Phone number: _____ Date: _____

1. Describe the type of work that was performed for your organization by this individual:
2. How would you rate this individual's knowledge of Payroll and Related Human Resource Services?
- Excellent - Good - Acceptable - Below average – Poor
3. How well did this individual understand the scope of work you wanted performed?
- Excellent - Good - Acceptable - Below average – Poor
4. How would you rate this individual's communication and interpersonal skills?
- Excellent - Good - Acceptable - Below average – Poor
5. How would you rate this individual's ability to identify and resolve issues/problems?
- Excellent - Good - Acceptable - Below average – Poor
6. How would you rate the contract deliverables prepared by this individual?
 - Thorough and on time
 - Thorough, but usually late
 - On time, but incomplete
 - Consistently late and incomplete
7. Would you enter into a contract with this individual again? If not, why not?