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?