**Referee Report** - Performance and Management Services Scheme.

Referee reports are used to assess whether the Applicant has demonstrated experience in the Engagement Types they have applied for within their application to join the Scheme.

**Section 1: To be completed by the Applicant.**

1. **– Complete the following “Applied for Engagement Types Table”.**

“Applied for Engagement Types” are the Engagement Types that the applicant has applied for during the application process to join the Scheme and that are relevant to the referee.

Descriptions of Engagement Types are available on the ProcurePoint website, [please click here](https://www.procurepoint.nsw.gov.au/system/files/documents/engagement_type_definitions_240418.docx).

**Applied for Engagement Types Table.**

|  |  |
| --- | --- |
| ID: (*e.g. 1a)* | Engagement Type Title: *(e.g. Strategy Development and Planning)* |
|  |  |
|  |  |
|  |  |
|  | Add further rows as required |

**Section 2: To be completed by the Referee (2.0 to 2.4)**.

**\* Please Note:**

* Referee Reports must be signed and dated or will not be considered.
* Engagements should have been completed in the last three years, ongoing engagements will be considered on a case by case basis.
* The Referee Report comments should relate to the engagement types that the applicant has applied for and that are specified within the Applied for Engagement Types Table above.
* The Referee Report can relate to the Referee’s experience with the Applicant or with its principal consultants and may include more than one engagement. Where the Applicant was employed as a public servant in the last 24 months, relevant work-related Referees can be provided to satisfy this requirement.
* The NSW Department of Finance, Services & Innovation may contact the Referee to verify or clarify aspects of this Report.

**2.0: REFEREE DETAILS:** **Please type in the following:**

|  |  |
| --- | --- |
| Referee’s Organisation Name: |  |
| Address: |  |
| ABN: |  |

**2.1: ENGAGEMENT DETAILS**

**\* Please Note:** The Applicant is the Supplier which undertook the engagement.

|  |  |
| --- | --- |
| Applicant’s Organisation Name: |  |
| Engagement / Project Name: |  |
| Engagement Description: | *(Briefly outline the nature of the engagement and the applicant’s role)* |
| Date Engagement Commenced: |  |
| Date Engagement  Completed: |  |
| Total Fee for this engagement (including GST): | **$** |

**2.2: REFEREE COMMENTS**

Referee comments are necessary to determine whether the applicant has demonstrated experience in the Engagement Type they have applied for. Applicants specify the type they have applied for within the **Applied for Engagement Types Table on page 1.** (Descriptions of Engagement Types are available via the link on page 1).

|  |  |
| --- | --- |
| **Applicant’s Applied for Engagement Type ID:** *(e.g. 1a)* | **Referee Comments:**  Please comment on the Applicant’s role in relation to the engagement types the Applicant has applied for.  *(comments may be extended as required. Details needs to cover the role and responsibilities of the applicant within the engagement as specified in 2.1 in line to the applied engagement type/s).* |
| *This section should state the engagement type/capability that you have demonstrated eg 1a.* | *This needs to be a detailed description ensuring that you demonstrate the engagement type you are applying for.*  *Detailed information of the following points will help us to assess your application:*   * *Description of the project undertaken* * *The role that you played in the project* * *Methodology* * *The outcome etc.* |
|  |  |
|  | Add further rows as required |

**2.3: GENERAL CRITERIA**

**\* Please Note:** General Criteria 1-8 are for the performance of the role in relation to the engagement noted in section 2.1.

| **As the Referee who paid for this service, how well did the Applicant meet your expectations?** | | **N/A** | **Unsatisfactory** | **Marginal** | **Acceptable** | **Good** | **Superior** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Time Management:**  e.g. meeting milestones, resourcing, planning, reporting |  |  |  |  |  |  |
|  | **Management & suitability of personnel:**  e.g. skills, experience, sufficient number, appropriate seniority used |  |  |  |  |  |  |
|  | **Standard of Service:**  e.g. meeting brief, budget, value for money, no rework, supervision, no over or under servicing |  |  |  |  |  |  |
|  | **Quality Outcomes:**  e.g. accuracy, usability and effectiveness of results |  |  |  |  |  |  |
|  | **Cost:**  Actual cost did not exceed cost estimate without prior agreement |  |  |  |  |  |  |
|  | **Communications:**  Clear communication/appropriate level of reporting |  |  |  |  |  |  |
|  | **Information Technology:** IT used where appropriate to increase efficiency and reduce costs |  |  |  |  |  |  |
|  | **Cooperative Relationships:**  e.g. cooperative approach, commitment, resolving issues |  |  |  |  |  |  |

**2.4: SIGNATURE (by Referee) e.g. General Manager, Director, Senior Project Manager**

I verify that the applicant completed the work outlined in this application to an acceptable standard. I have written, or reviewed the comments made in section 2.2 in relation to the work performed and confirm that I am satisfied that they represent an accurate reflection of the work performed by the applicant.

**\*Please Note:** Referee Reports must be signed and dated or will not be considered.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Title: |  | | |
| Date: |  | | |
| Tel No: |  | Mobile No: |  |
| E-mail: |  | | |

|  |
| --- |
| **Delivery Instructions:** The Applicant Referee Report is to be forwarded by the Referee to the Applicant. The Applicant is to include all Applicant Referee Reports in their application to form a single and complete submission. |