|  |
| --- |
|  **Instructions for Client Referee**- Referee reports must be for projects completed within the last three (3) years. - Referee reports must be completed by the Client referee and include contact details. **Reports completed by the Applicant will not be accepted.** - Referee reports must in support of you’re the works/services your organisation has completed within the last three (3) years in support of delivering the service under capability A - Electric Vehicle Supply Equipment (EVSE) Goods, Works and Services.- Client referees must be prepared to be contacted to verify or clarify information provided in this report. |

##### Referee Report

**This referee report must not be used for any other purpose other than in relation to the NSW Government Electric Vehicle Fleet Charging Infrastructure Prequalification Scheme (SCM13381).**

**Please indicate the scope of the services delivered under Capability A – Electric Vehicle Supply Equipment (EVSE) Goods, Works and Services:**

**Capability A - Electric Vehicle Supply Equipment (EVSE) Goods, Works and Services**

[ ]  A1. Electric Vehicle Supply Equipment (EVSE) Goods

[ ]  A2. EVSE Works1B.EVSEWorks

[ ]  A3. Maintenance Services

**Optional**

[ ]  A4. Charging-as-a-Service (CAAS)

The information provided in this report may be subject to investigation, enquiries, clarification, and verification by NSW Government Agencies to assist in assessing the suitability of service providers for the NSW Government Electric Vehicle Fleet Charging Infrastructure Prequalification Scheme.

Referees may be from any organisation and not just Government Departments.

**REFEREE’S DETAILS (Applicant to Complete)**

|  |  |
| --- | --- |
| Referee’s Name and ABN |  |
| Referee’s line of business, e.g. Government, Not for Profit, Private Enterprise |  |
| If the referee is a private enterprise, state whether it is a sole trader, local company, Australia-wide company, or international company. |  |

**PROJECT DETAILS (Applicant to Complete)**

|  |  |
| --- | --- |
| Client Name: |  |
| Clients Contact Person: |  | Phone: |  |
| Client Project Name: |  |
| Scope of Services/Work: | Please tick the scope of the services provided;[ ]  ***A1 - Electric Vehicle Supply Equipment (EVSE) Goods***[ ]  ***A2 - EVSE Works***[ ]  ***A3 – Maintenance Services*** [ ]  ***A4 – Charging as a Services (CAAS)*** |
| Description of Services/Work provided | **Details:****Location:** |
| Date Engagement Completed or goods/services delivered: |  |
| Total Fee (including GST): | **$**  |

**ASSESSMENT (Referee to Complete)**

| **Key Performance Areas** | **N/A** | **Unsatisfactory** | **Marginal** | **Acceptable** | **Good** | **Superior** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Capacity**e.g. ability to service a large organisation such as a Government Department |  |  |  |  |  |  |
|  | **Time Management** e.g. meeting milestones, on time delivery |  |  |  |  |  |  |
|  | **Quality of Deliverables** |  |  |  |  |  |  |
|  | **Cost** e.g. actual cost did not exceed cost estimate without prior agreement |  |  |  |  |  |  |
|  | **Communications**e.g. appropriate level of reporting |  |  |  |  |  |  |
|  | **Cooperative Relationships**e.g. Cooperative approach, commitment, resolving issues |  |  |  |  |  |  |
|  | **Recommendation for Future Work**Would you recommend the Service Provider for similar type of work? | **Yes / No** |

**Additional Comments on the Service Provider’s performance (Referee to Complete)**

|  |
| --- |
| *< comments box may be extended as required>* |

**Provide details of Client Referee (Referee to Complete)**

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