

Document 8:

Request for References for an Organisation

Information on the service that is being tendered for is as follows:	
Contract Title	Community Ophthalmology Service
Contract Period	2 years and 8 months

Referee	
Position	
Organisation	
Applicant Organisation	

Has this organisation provided a service similar (or could be viewed as similar) to the proposed one for you/your organisation?	YES	NO

If answered, "YES" to the above, please could you provide the following information.

Project/contract description and scope of duties carried out

Contract Value (Per annum)	
Date of commencement of contract	
Period of contract	Months/years:
How many contracts of the above nature has this organisation undertaken for you?	

The headings below show various aspects of the organisation's performance. Would you please complete the sections below by placing a mark in the appropriate box to indicate your assessment of the organisations performance on the contract(s) you describe above. You are encouraged to make additional comments in the comments column.

		Excellent	Good	Average	Poor	N/A	Comments
1	The ability to comply with the contract specification in relation to cost/quality of service delivery?						
2	The ability to demonstrate an effective management of the service.						
3	The ability of management and supervisory staff.						
4	The ability to achieve the deadlines/ performance targets you specify?						

5	The ability to manage the requirements of the contract						
6	The ability to cope with a diverse service requirement						
7	Communication links with client.						
8	Communication with other organisations e.g. acute services, GPs						
9	The ability to meet your expectations in terms of the quality of the service delivered?						
10	The ability to demonstrate continuous improvement over the length of the contract						
11	The organisation's track record for submitting trading statements, accounts, invoices, key performance data and other essential returns?						
12	Organisation's overall performance						

Would you recommend the appointment of this organisation?	YES	NO

Please detail any innovation that has been demonstrated in the services provided.

Please make any comments you may feel are appropriate in the space provided below.

Completed by:

Name:

Job Title:

Email address:

For and on behalf of:

Date:

Please forward a copy of this reference onto the persons illustrated within the Section W1-W2 of the technical envelope, asking them to complete and return their references via email to Surinder.Kahlon@ardengemcsu.nhs.uk by 12:00pm (Noon) 14th April 2017. The return of these completed references will form part of your submission and will be evaluated.

(if the reference(s) are not received by this deadline it will not be evaluated as part of the ITT process)