

**ATTACHMENT 7  
CUSTOMER REFERENCE FORM**

**SOFTWARE AND IMPLEMENTATION SERVICES FOR A DOCUMENT MANAGEMENT SYSTEM**

Please provide at least three (3) references for software and implementation solutions that most closely reflect similar projects to the scope of work outlined in this RFP and have been completed within the past five (5) years. These references should be sites at which the software has been **FULLY IMPLEMENTED** and is "Live." Please use the following format in submitting references.

*Please note: The contact person should be an employee of the reference, not the software vendor or implementation firm. The reference may be contacted in within one (1) week of the proposal due date.*

**REFERENCE 1:**

Name of Agency or Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Live Customer Since: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Selection/Relevancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_

**REFERENCE 2:**

Name of Agency or Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Live Customer Since: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Selection/Relevancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_

**REFERENCE 3:**

Name of Agency or Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Live Customer Since: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Selection/Relevancy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_