

**Attachment D**  
**REFERENCE'S RESPONSE TO:**  
**RFP Number: 072096**  
**RFP Title: Video Production & Web Streaming Services**

**REFERENCE NAME (Company/Organization):** \_\_\_\_\_

**PROPOSER NAME (Company/Organization):** \_\_\_\_\_ has submitted a proposal to the Port of Tacoma, provide the following services: Video Production & Web Streaming Services. We've chosen you as one of our references.

**INSTRUCTIONS**

1. Complete **Section I. RATING** using the Rating Scale provided.
2. Complete **Section II. GENERAL INFORMATION** (*This section is for information only and will not be scored.*)
3. Complete **Section III. ACKNOWLEDGEMENT** by manually signing and dating the document. (*Reference documents must include an actual signature.*)
4. E-mail **THIS PAGE** and your completed reference document, **SECTIONS I through III** to:

Procurement Representative: Michelle Walker

E-mail: [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com)

5. This completed document **MUST** be received no later than **Monday, April 15, 2024 (Pacific Time)**. Reference documents received after this time will not be considered. **References received without an actual signature will not be accepted.**
6. DO **NOT** return this document to the Proposer.
7. In addition to this document, the Port may contact references by phone for further clarification if necessary.

**REFERENCE QUESTIONNAIRE**  
**RFQ Number: 072096**

**RFP Title: Video Production & Web Streaming Services**

E-mail: [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com)

<b>Reference Firm Name</b>	
<b>Reference Name</b>	
<b>Project Name /Year work done</b>	
<b>Generally describe the nature of the project, including the Contract term and cost.</b>	
<b>Is the Project Demonstrating Experience of A Key Individual? If So, Who?</b>	
<b>1. Was the work completed within schedule &amp; within budget? If not, explain.</b>	
<b>2. How would you rate the quality of work provided?</b> <i>1 poor – 10 outstanding</i>	
<b>3. Would you hire them again? Why or why not?</b>	

<p><b>4. How would you rate the quality of their staff?</b></p> <p><i>1 poor – 10 outstanding</i></p>	
<p><b>5. How would you rate their responsiveness to your requirements for changes/amendments, invoicing/billing reconciliation and responsiveness to inquiries?</b></p> <p><i>1 poor – 10 outstanding</i></p>	
<p><b>6. General Comments</b></p>	

## ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I have provided is true, correct, and factual:

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address