

**DEPARTMENT OF FINANCIAL SERVICES  
Business Reference Form**

**Attachment E**

This business reference is for (Respondent's Name): \_\_\_\_\_

**The Respondent shall require its reference to complete the form below. References should be directly relevant to the provision of the commodities or services sought in the solicitation.**

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**Instructions for Reference:** This form must be completed by the person giving the reference for the Respondent named above. The Respondent is submitting a response to a solicitation by the Department of Financial Services (Department). For purposes of this form, this Respondent is an entity that currently or has previously provided commodities or services to your entity. Please return the original of this completed reference form to the Respondent.

**Reference Information:**

Entity Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Title: \_\_\_\_\_

Entity's relationship to Respondent (e.g., subcontractor, customer, supplier): \_\_\_\_\_

If a customer, describe the primary provision of commodities or services the Respondent provides to your entity:

\_\_\_\_\_  
\_\_\_\_\_

Term of business relationship (in years): \_\_\_\_\_

Approximate dates of business relationship: \_\_\_\_\_

Does your entity have a business or professional interest in the Respondent?  Yes  No

If Yes, describe the business or professional interest:

\_\_\_\_\_  
\_\_\_\_\_

Have you experienced any performance issues with the Respondent?  Yes  No

If Yes, describe the performance issues:

\_\_\_\_\_  
\_\_\_\_\_

As the person authorized to complete and sign this form, I certify that the information provided above is correct. I also certify that I am not:

- a current employee of the Department;
- a former employee of the Department within the last three (3) years;
- a person currently or formerly employed by the Respondent or a board member of the Respondent; or
- a relative of any of the above.

I further certify that:

- the business organization I work for is not based solely in a foreign country; and
- a member of the Respondent's organization has not written and/or otherwise completed this form on my behalf.

\_\_\_\_\_  
**Reference's Signature**

\_\_\_\_\_  
**Date**

**Attachment E**  
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