ATTACHMENT 12

**REFERENCE FORM**

Please provide references 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.

The Judicial Council would like to have a total of six (6) references from each bidder, two (2) references for clients for whom bidder has done projects in the following three types of projects:

1. Administration of multiple choice exams on a computer, with over 100 multiple choice questions.
2. Administration of a multi-part performance exam administered by an individual proctor, with candidate performance recorded and subsequently graded by raters.
3. Exam development or exam maintenance of a performance exam, preferably involving foreign languages.

Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Company

Phone

Address

Project Manager/Contact

Title

Service Dates

Value of Contract

Summary of Project

Number of Employees

PROJECT SCOPE

Please indicate functionalities and/or services applicable for this reference.

Did project include use of a subcontractor, and if so what percentage of work was conducted by subcontractor(s)?

TECHNOLOGY INFORMATION

Describe any hardware (including recording equipment, computer stations, headsets and microphones, CD players, tablets), software, and utilization of secure transfer of electronic files/data.