California Department of Education

Request for Qualifications (RFQ) CN220002

ATTACHMENT 7

# Stage One: client references

## Purpose

This qualification response will be used to verify a contractor’s capacity and expertise as well as client relations as stated in the submission.

## Directions

Provide letters of reference from three current clients whose implemented solutions most closely align with the California Assessment System, its practices, and its volumes. Each letter of reference must be signed by a senior client contact with managerial responsibilities for the assessment system and must be included as a separate attachment.

For each letter of reference, write a separate narrative description that provides the following information about the client:

* Number of years under contract with this client (from date, to date)
* Number of assessments administered each year on behalf of this client (e.g., K–12 academic accountability, higher education admission)
* Any payments that have been withheld by this client due to contract performance issues; include the amount(s) of payment withheld and the reason(s) for the withholding

Write a narrative response for letter of reference #1 in the space below. Response is limited to 500 words.

| **Client Reference Response 1** |
| --- |
| [Enter Client Reference Response 1] |

Write a narrative response for letter of reference #2 in the space below. Response is limited to 500 words.

| **Client Reference Response 2** |
| --- |
| [Enter Client Reference Response 2] |

Write a narrative response for letter of reference #3 in the space below. Response is limited to 500 words.

| **Client Reference Response 3** |
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| [Enter Client Reference Response 3] |

California Department of Education, April 2020