

CMAS Customer Reference Form

Attachment A – Instructions for Completing References

Definitions of Services

Consulting Services: Services of an advisory nature that provide a recommended course of action or personal expertise (product of the mind).

Personal Services: Services that have someone doing something, e.g., film production, interpretation/translation, record shredding, training, etc.

Customer Reference Requirements

The following requirements apply to customer references:

- Provide a minimum of 3 customer references to support all of the job titles/labor categories offered from the base schedule. This does not mean 3 references per labor category, as each reference can encompass multiple labor categories. If necessary, more references can be submitted as needed to support all categories.
 - References must be for projects your company completed within the last 2 years, or are currently on-going.
 - References can be from either the public or private sector.
 - Must use the required reference form in this application.
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Company (CMAS Applicant)

Enter the name of the company that provided the service. This is the CMAS applicant company. For newly formed companies who do not have a minimum of three customer references in their company name, enter the name of the owner or partner who provided the services to this referenced customer. See more information under the Instructions for “Customer references (Attachment A)” in Section 2.

Project Title

Enter the project title.

Project Begin and End Date

Enter the project start date for services performed within the last two years. Enter the last date services were performed. If the project has been started but not completed, enter “On-going” for the end date and identify the task(s) that have been completed in the narrative. If the project is on-going, provide information concerning the deliverables completed to date. Only job titles/labor categories for the completed components of the project will qualify for consideration.

Reference Customer Name and Contact Information

Enter the agency/company name of the reference customer who received the services. Provide this agency/company address, contact person, phone number and email address of the person who has direct knowledge of the services your company provided. If you worked as a subcontractor on a project, your customer would be the prime contractor who hired your company.

Project Description

Briefly describe the nature of the project. Explain what the project entailed and what services your company was hired to provide.

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Attachment A – Instructions for Completing References, Continued

Job Titles/Labor Categories

List the job titles offered from the base schedule you identified in Section 3 that this reference supports.

Specific Services Provided

In narrative form, describe the services your company provided in chronological order of the project. Provide enough detail to demonstrate a clear correlation between the services provided by your company to the base schedule job titles/labor categories chosen, and to the CMAS P&S Codes selected. If more space is needed, use an additional sheet.

Base schedules for consulting services must have labor categories with:

- Well defined functional requirements that identify the tasks to be performed. (Functional responsibilities described only as “ability to” or “experience with” are not acceptable.)
- Minimum experience requirements
- Minimum education requirement
- Labor rates

For guidance, reference the FAQs regarding the CMAS application process at the CMAS website

Reference Validation

The State will validate references via email or phone. The State reserves the right to reject any reference it reasonably believes to have been falsified or if the referencing customer is an entity the applicant partially or wholly owns.

Applicants are responsible for staying in contact with their references to ensure prompt attention to the State’s validation.

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Attachment A – Customer Reference Form

Company (CMAS Applicant)	
Project Title	
Project Begin Date	
Project End Date	
Reference Customer Agency/Company Street Address City, State and Zip Code Contact Person Contact Phone Number and Extension Contact Email Address	
Project Description: This description should briefly describe what the project entailed, i.e. the scope of the project.	
Requested Job Titles/ Labor Categories: List the job titles offered from the base schedule you identified in Section 3 that this reference supports.	

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CMAS Customer Reference Form

Attachment A – Customer Reference Form, Continued

If more space is needed, use additional sheets.

The specific services my company provided to this referenced customer within the last 2 years are:

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