**Attachment H**

**State of Indiana Contact:**

Teresa Deaton-Reese

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Indiana Department of Administration

**Reference Check Form**

**RFP 23-74802**

Juvenile Food Service

Reference Check Form Due Date:

**April 14, 2023 by 3:00 PM ET**

**INSTRUCTIONS: You have been asked by the vendor listed below to provide a reference as they are responding the current solicitation with the state of Indiana. This is a standard form created by the State of Indiana and your input is very much appreciated. During this competitive process, a representative from the State of Indiana, may contact you directly for more detail. If you have any questions, please contact the State of Indiana contact listed in the box in the top left side of the form.**

**Please provide the information requested below and submit this reference check form to:**

[**idoareferences@idoa.in.gov**](mailto:idoareferences@idoa.in.gov)**:**

The subject line of the email submissions must clearly state the following:

**RFP 23-74802 Reference – [*INSERT COMPANY NAME*]**

**VENDOR NAME**

|  |
| --- |
| Rymackees Café & Caterer, LLC |

**REFERENCE CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Reference Company Name** | Orange County Department on Aging |
| **Contact Name** | Myra S Austin |
| **Contact Title** | Senior Centers Administrator |
| **Company Mailing Address** | 2551 Homestead Road |
| **Company City, State, Zip** | Chapel Hill, NC 27516 |
| **Company Website Address** | [www.orangecountync.gov/aging](http://www.orangecountync.gov/aging) |
| **Contact Telephone Number** | 919-245-2020 |
| **Contact Fax Number** | 919-968-2093 |
| **Contact Email** | maustin@orangecountync.gov |
| **Industry of Company** | Senior (Community) Center for Older Adults |

QUESTIONS: Please provide a response to each of the questions listed below regarding the vendor listed above.

1. If you decline to provide a reference, please indicate that below and provide any comments you would be willing to share regarding the reason.

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|  |

1. How long did you/have you and/or members of your team worked with the vendor? Please provide the specific dates of service.

|  |
| --- |
| 1 year |

1. With what type of internal and external stakeholders did the vendor have to communicate with?

|  |
| --- |
| Internal – staff, administrators, and limited participants of service; External – Food Vendors, State Government Reps re: Funding guidelines |

1. Has the vendor been cited for any financial audit issues? If you are able to, please describe the issue briefly, and any corrective actions required. Did the vendor ultimately address the issue(s) in a satisfactory manner?

|  |
| --- |
| None to my knowledge. |

1. Has the vendor been subject to any requests for corrective action to cure performance issues? If you are able to, please describe the issue briefly, and any corrective actions required. Did the vendor ultimately address the issue(s) in a satisfactory manner?

|  |
| --- |
| Meetings held with vendor to 1) discuss food presentation and menu choices and clarify federal guidelines re:, calorie count guidelines. Vendor adhered and compiled. |

1. Would you rate your experience with the quality of services/work provided by vendor as poor, satisfactory, above average or superior? Please elaborate on why you are giving the vendor this rating.

|  |
| --- |
| Above Average – Good quality; works hard to meet demands of service; very personable. |

1. Would you rate the vendor's knowledge of your business as poor, satisfactory, above average or superior? Please elaborate on why you are giving the vendor this rating.

|  |
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| Above Average… Vendor seeks knowledge about a complex state/federally funded program and strives for pleasing agency and Participants at all times within feasibility. |

1. Would you rate the overall quality of the vendor’s staff as poor, satisfactory, above average or superior? Please elaborate on why you are giving the vendor this rating.

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| --- |
| Above Average – Vendor hires trains and supervisor staff to her high standards. |

1. Would you describe the quality of the vendor’s engagement and communication with stakeholders (internal and external) throughout the project as poor, satisfactory, above average or superior? Please elaborate on why you are giving the vendor this rating.

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| --- |
| Above Average…Very good communication skills share important info as needed. |

1. Would you rate the vendor’s ability to provide appropriate staff and resources for the project, as needed, at all times as poor, satisfactory, above average or superior? Please elaborate on why you are giving the vendor this rating.

|  |
| --- |
| Above Average….Vendor provides appropriate staff and resources for the project as needed. |

1. Would you rate the vendor's performance regarding cost and/or schedule overruns on the project as poor, satisfactory, above average or superior? Please elaborate on why you are giving the vendor this rating.

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| --- |
| Superior…Vendor always stays within cost and absorbs any overruns. |

1. Are there any other topics you believe Indiana should consider during its reference evaluation or comments you would like to share?

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| Vendor is a hard worker and complies with requests as are feasible. |

1. Would your overall rating of the vendor be poor, satisfactory, above average or superior?

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| --- |
| Above Average |