**Attachment H**

**State of Indiana Contact:**

Teresa Deaton-Reese,

Procurement Consultant

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Indiana Department of Administration

**Reference Check Form**

**RFP-23-72518**

**COMPONENT A, C, D, & E**

Reference Check Form Due Date:

**[October 17,** **2022 by 3:00 PM Eastern Time]**

**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-23-72518 Reference – [*PCG-Indiana, Inc.*]**

**VENDOR NAME**

|  |
| --- |
| PCG-Indiana, Inc. |

**REFERENCE CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Reference Company Name** | Louisiana Department of Education  Office of Teaching and Learning | Division of Diverse Learners |
| **Contact Name** | Meredith Jordan |
| **Contact Title** | Executive Director of Diverse Learners |
| **Company Mailing Address** | 1201 North Third Street |
| **Company City, State, Zip** | Baton Rouge, LA 70802 |
| **Company Website Address** | https://www.louisianabelieves.com/ |
| **Contact Telephone Number** | 225.485.5228 |
| **Contact Fax Number** |  |
| **Contact Email** | Meredith.Jordan@LA.GOV |
| **Industry of Company** | Education |

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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| --- |
| N/A |

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

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| --- |
| LDOE partnered with PCG in January 2020 to design, develop and deliver professional development to special education leaders across the state. The first cohort began in 2020 and PCG has continued delivering PD to a new cohort each year. The training includes customized, high-quality professional development delivered to cohorts of novice special education leaders through onsite and virtual professional sessions and learning activities  Since 2020, we expanded our partnership to also include support with universal guidance documents, professional development for aspiring leaders, statewide literacy modules, and support with our State Systemic Improvement Plan (SSIP) and State Personnel Development Grant (SPDG) Annual Performance Reports. |

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

|  |
| --- |
| PCG interacts with various staff in the agency throughout the planning and implementation process and remained in constant communication during significant turnover in department staff. In addition. PCG has built relationships with external stakeholders including experienced leaders who serve as mentors and support the facilitation of professional development. |

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?

|  |
| --- |
| No |

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?

|  |
| --- |
| No |

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.

|  |
| --- |
| Superior. PCG has led extremely successful initiatives and is a valuable partner that we will continue to leverage. |

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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| --- |
| Superior. PCG has taken initiative to know all of Louisiana’s key initiatives and incorporates that knowledge into our implementations. |

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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| --- |
| Superior. The staff step in and provide expertise and support whenever needed, and they do it so well. Our educators and field staff love the PCG staff who are knowledgeable, personable and effective. |

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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| Superior. PCG communicates both with internal and external staff in Louisiana, and at all levels they are respected and welcomed. |

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.

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| Superior. PCG is always willing to find the support and staff necessary to assist us. |

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. PCG helps us lead multiple projects for this, and many more, reasons. |

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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| PCG’s project execution is impeccable and is the reason that we continue our partnership. |

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

|  |
| --- |
| Superior |