Dear XX,

We are intending to submit an application to Lancashire County Council for the Living Well at Home PDPS within Lot [x insert applicable lots]

We have named you as a suitable candidate to provide a reference to support our application.

We are required to obtain and submit the following information within our application.

I would be grateful if you could confirm that the following information provided by ourselves is accurate and spend a few minutes answering the follow up questions below. I would be indebted to you if you could send this information back, with this request attached, by reply email, by **XX.**

|  |  |
| --- | --- |
| Applicant Name *(organisation submitting tender to Lancashire County Council)*:  | XX |
| Referee Organisation: | XX |
| Referee Name *(point of contact in the organisation):* | XX |
| Referee Email address for verification: | XX |
| Contract Description provided by provider: | XX |
| Contract Start Date:  | XX |
| Contract Completion Date:  | XX |
| Estimated Contract Value (£):  | XX |

1. **Is this information accurate:**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Please could you confirm that the contract was complete:**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Please could you confirm if the bidder has shown any non-performance:**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**If your answer is yes to this question, please answer the question below:**

1. **Was the non-performance considered as significant or persistent deficiencies in the performance of a substantive requirement under the contract?**

|  |
| --- |
| If yes – Please provide details below of the issue and actions taken (e.g. early termination, damages or other comparable sanctions) |
|  |
| If no  - please confirm details of the non-performance below: |
|  |

Thank you for taking the time to complete the reference form.

You may be contacted by Lancashire County Council to validate your response, please ensure you respond to them by the deadline provided.

Kind regards,

XX