RELEVANT EXPERIENCE AND REFEREE REPORT

CONFIDENTIAL WHEN COMPLETED

Please note form guidance and instructions are provided on the last page of this document.

For the full list of Digital Engineering Services please refer to Scheme Terms and Conditions.

1. Project / Engagement Experience

Engagement / Project Experience		
Engagement / Project Name:		
Brief Description of Engagement:		
Project Location:		Total Fee:
Start Date:		End Date:

2. Applicant and Client Details

Applicant / Vendor Organisation *(providing the DE Services)*		
Applicant Organisation:		Vendor Organisation: *(if different to applicant)*
Contact Name:		Position:
Telephone / Mobile:		Email:

Client Organisation		
Client / Referee Organisation:		Client ABN:
Line of Business:		Entity:
Location:		Number of Employees:

3. Nominated Digital Engineering Services

Please fill in the below table to nominate the Digital Engineering Services applicable to this report.

This will require the applicant to:

- *Use the check box to nominate the relevant sub-categories*
- *Enter a brief description of how the selected sub-category was demonstrated in the deliverables completed for the referee (no longer than 250 words).*

Category		Sub-Category
1. Advisory		**1. Maturity Assessment**
		Enter text here:
		2. Strategy Development & Planning
		Enter text here:
		3. Organisational Transformation
		Enter text here:
		4. Business Case Development
		Enter text here:
		5. Change Management
		Enter text here:
		6. Project Management
		Enter text here:
		7. Procurement
		Enter text here:
		8. Digital Engineering Management
		Enter text here:
2. Business Processes		**1. Business Process Mapping/ Re-engineering**
		Enter text here:

2. Business Processes (continued)		2. Integration with Asset Management
		Enter text here:
		3. Automation
		Enter text here:
3. Technology		1. Software Requirements & Integration:
		Enter text here:
		2. Modelling Platforms
		Enter text here:
		3. Geospatial Platforms
		Enter text here:
4. Data Management		1. DE Business Architecture
		Enter text here:
		2. Data Schemas & Standards
		Enter text here:
		3. Data Migration
		Enter text here:
		4. BIM Object Library
		Enter text here:
		5. Large File Management
		Enter text here:
		6. Data Assurance/Validation
		Enter text here:
5. Modelling & Connected Data		1. Model Production
		Enter text here:

5. Modelling & Connected Data (continued)		**2. Geospatial Production**
		Enter text here:
		3. Connected data
		Enter text here:
6. Visualisation		**1. Model Rendering and Animation**
		Enter text here:
		2. Augmented Reality
		Enter text here:
		3. Virtual Reality
		Enter text here:
7. Education and Training		**1. Education**
		Enter text here:
		2. Training
		Enter text here:
8. Additional Digital Engineering Services *		**Additional Service 1:**
		Enter text here:
		Additional Service 2:
		Enter text here:
		Additional Service 3:
		Enter text here:
		Additional Service 4:
		Enter text here:

* Suppliers may provide additional Digital Engineering Services not listed above that are directly related to the planning, delivery and management of the built environment.

These services may include, but are not limited to, the following:

- 3D printing
- API development
- Data Science & Analytics
- Predictive Analysis

- Blockchain
- Digital Twin
- Internet of Things (IoT)
- Smart Infrastructure

4. Referee Report

	Vendor Assessment *As the client who paid for these deliverables, how well did the Vendor meet expectations?*	Rating *(please select drop-downs)*
1	**Capacity** *e.g. ability to service a large Organisation such as a Government Department*	
2	**Time Management** *e.g. meeting milestones, on time delivery*	
3	**Personnel Management & Suitability (if applicable)** *e.g. skills, experience, sufficient number, appropriate seniority used*	
4	**Standard of Deliverables** *e.g. meeting requirements, specifications*	
5	**Quality of Deliverables**	
6	**Cost** *e.g. actual cost did not exceed cost estimate without prior agreement*	
7	**Communications** *e.g. appropriate level of reporting*	
8	**Cooperative Relationships** *e.g. Cooperative approach, commitment, resolving issues*	
9	**Recommendation for Future Work** *Would you recommend the Service Provider for similar type of work?*	
10	**Additional Referee comments on the Vendor's performance:**	

Client Referee			
Referee Contact Name:		Position:	
Telephone / Mobile:		Email:	
Date:		Signature*:	

*Note: - This form requires the Referee to provide a digital signature.
- **Once signed, this form will automatically be locked as Read-Only.**

5. Notes and Guidance

General Notes

- This report is required to assess applicants for NSW SCM7971 Digital Engineering Services Prequalification Scheme.
- Reports must be submitted in digital form using the data entry fields provided in this form.
- Edited or scanned PDF files will not be accepted.
- The information provided in this report may be subject to investigation, enquiries, clarification and verification by NSW Government Agencies.

Guidance for Applicants

- For each nominated sub-category, the Applicant must provide two (2) references in separate reports.
- Applicant reports may cover more than one sub-category.
- Applicant reports must clearly address each of the sub-categories to which it applies.
- Applicant reports must be completed and signed by the client referee, under the Referee Report section of this form
- Reports not signed by the client referee will not be accepted.
- Client referees may be from both Government and non-Government entities

Guidance for Client Referee

- Referee reports must be completed and signed by the client referee.
- Referee reports must clearly address each of the sub-categories to which it applies.
- Client referees must be prepared to be contacted to verify or clarify information provided in this report.

For more details on Digital Engineering Pre-Qualification Scheme please refer to eTendering SCM 7971.