



Guidance on Conducting Reference Checks and Due Diligence

Guidance on Conducting Reference Checks and Due Diligence on Property Project and Programme Management (PPPM) Panel Members (for school-led projects)

General Information

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(Referees identified must be relevant to school-led property projects, and recent or current customers.)

- What is your relationship with the supplier?
- Which service/s did you contract the supplier for?
 - ☐ Project Management
 - ☐ Project Administration
 - ☐ Both
- Is the supplier currently providing you this/these service/s?
If not, when did they supply this/these service/s?
- What type/s of project/s are they doing or have done for you?
- Has the supplier's performance been:
 - on time?

- to the required specifications?
 - within budget?
- Where has the supplier performed well?
- How can they improve?
- How accurate is/was the supplier's reporting?
- How much contract/performance management does/did the supplier require?
- Have there been any concerns around honesty or trustworthiness?
- Will you use this supplier again?

Delivery Performance Questions

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- Does the supplier have the capacity, capability and expertise to deliver?
 - Are/Were you confident in their ability to conduct sound procurement practices?
 - Does the supplier have good systems and processes to ensure quality delivery? How about managing suppliers?
 - Does the supplier understand NZSPA's property project requirements? Do/Did they manage the delivery of these requirements well?
 - Does the supplier maintain good relationship with the school and NZSPA staff?
 - How does the supplier handle variations?
 - Are there any other comments you would like to make?

Due Diligence

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(Action points for schools. Don't ask referees to answer these questions.)

- Do an internet search on the supplier and review their website.
- Check who will be the assigned project manager/administrator, and ask for their CV.