# ANNEX A – REFERENCE assignment description FORM

**Proponent’s Reference Assignment #1 for Financial Audit Services**

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| Assignment Name: |  |
| Assignment Details: |  |
| Proponent’s Contract Value ($): |  |
| Client/Company Name: | Client is a not-for-profit organization (click if this applies) |
| Client Address: |  |
| Client Contact Name:  Client Email: |  |
| Client Contact  Telephone Number: |  |
| Date Assignment Undertaken:  month/year-month/year |  |
| Proponent’s Assignment Deliverables indicating relevance to required CAGBC Services: |  |
| Proponent’s team members who worked on this Reference Assignment and who have been proposed for this RFP (if any):  Please include the  Name – Previous Role for each team member on the Reference Assignment |  |
| Were there challenges encountered during this Reference Assignment? If so, how did your team overcome them? |  |

**Proponent’s Reference Assignment #2 for Financial Audit Services**

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| --- | --- |
| Assignment Name: |  |
| Assignment Details: |  |
| Proponent’s Contract Value ($): |  |
| Client/Company Name: | Client is a not-for-profit organization (click if this applies) |
| Client Address: |  |
| Client Contact Name:  Client Email: |  |
| Client Contact  Telephone Number: |  |
| Date Assignment Undertaken:  month/year-month/year |  |
| Proponent’s Assignment Deliverables indicating relevance to required CAGBC Services: |  |
| Proponent’s team members who worked on this Reference Assignment and who have been proposed for this RFP (if any):  Please include the  Name – Previous Role for each team member on the Reference Assignment |  |
| Were there challenges encountered during this Reference Assignment? If so, how did your team overcome them? |  |