**KEY STAFF Reference Form**

**CONTRACTOR NAME: Kyndryl**

**CONTRACTOR’S STAFF NAME: Joe Briggs III**

Instruction: The Bidder will provide two (2) Staff reference forms for each proposed Key Staff.

|  |  |
| --- | --- |
| **TABLE 1 – Reference’s Information**  This information should match the information provided in ***Attachment A10 – Infrastructure Key Staff Resumes/Qualifications.*** | |
| Customer/Client Reference Name: | Hector Felix |
| Customer/Client Reference Title | Dir. Enterprise Technology Services (ETS) |
| Agency, Department, Organization or Company where Staff member performed: | UCLA |
| Project Title on which Staff member performed | Cloud migration to AWS |
| Reference Phone Number: | 310-825-6565 |
| Reference E-mail Address: | hfelix@it.ucla.edu |

Instruction for References: The Contractor Staff above has listed you as a reference and is requesting for you to complete this Staff Reference Form. Please check the appropriate rating based on your experience with the proposed Staff.

**Step 1**: **Complete Columns 1-2 in Table 2** by marking “yes” or “no” and providing an explanation if needed.

**Step 2**: **Complete Column 2 of Table 3,** by utilizing the description of ratings provided in Table 4.

**Step 3**: At the bottom of the page, **print your name, your company’s name, then sign and date**.

**Step 4**: **Return the completed Staff Reference Form to Contractor.**

| **TABLE 2 – The Reference Must Complete This Table.** | |
| --- | --- |
| **COLUMN 1** | **COLUMN 2** |
| Did the Contractor provide you with a copy of the completed Attachment A10 – Infrastructure Key Staff Resumes /Qualifications for the Contractor’s Staff named at the top of this page prior to your completion of this form? | Did the Contractor’s Staff named at the top of this page perform the services described in Attachment A10 – Infrastructure Key Staff Resumes /Qualifications, including the functions as described and the time period provided on the project(s) that lists you as a contact? |
| Yes  No | Yes  No (If “No” checked, explain here.) |

| **TABLE 3 – The Reference Must Complete This Table.**  The Reference shallrate the Contractor’s Staff performance and abilities by entering a rating value (in Column 2) for each corresponding Performance and Ability Statement (listed in Column 1). Use the rating values contained in Description of Rating Values below. | |
| --- | --- |
| **COLUMN 1** | **COLUMN 2** |
| **Performance and Ability Statements** | **Enter Rating from Table 4** |
| Rate the performance of the Contractor’s Staff during this engagement. | 10 |
| Rate the ability of the Contractor’s Staff to perform the contractually, required work in a timely manner. | 10 |
| Rate the verbal and written communication skills of the Contractor’s Staff. | 10 |
| Rate the ability of the Contractor’s Staff to engage in positive working relationships with other coworkers. | 10 |
| Rate the knowledge of the Contractor’s Staff in the required areas of expertise. | 10 |
| Rate how well the Contractor handled engagement with end users and User input. | 10 |
| Would you rehire this person? | Yes  No |
| Optional Comments: *Joe has been an invaluable asset to UCLA over the course of several years, serving as a subject matter expert and valued business partner in developing our cloud strategy and laying a solid foundation for UCLA’s evolution into a cloud-first institution. His contributions have been instrumental in ensuring the success of our cloud initiatives. If you require further details or would like to discuss this further, please do not hesitate to contact me via email or schedule a meeting at your convenience.* | |

| **TABLE 4 – Descriptions of Rating Values** | |
| --- | --- |
| **Rating Value** | **Description** |
| 10 points | **Excellent**: The performance and abilities of the Contractor’s Staff were exceptional during this engagement. |
| 8 points | **Good**: The performance and abilities of the Contractor’s Staff were above average during this engagement. |
| 5 points | **Fair**: The performance and abilities of the Contractor’s Staff were average during this engagement. |
| 2 points | **Poor**: The performance and abilities of the Contractor’s Staff were below-average during this engagement. |
| 0 points | **No Value**: The performance and abilities of the Contractor’s Staff were unsatisfactory during this engagement. |

**By signing this form, the Reference is certifying that all information provided on this form is correct.**

Hector Felix UCLA

Name of Reference (print) Name of Company Reference (print)

\_Hector Felix\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 03/15/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Reference Date