

### **13.11 ATTACHMENT B11 – M&E KEY STAFF REFERENCE FORM**

#### **Instructions:**

For each Key Staff role, provide two (2) Individual References from two different Projects cited in the Attachment B10, Part 2 – Key Staff Minimum Qualifications Table, unless only one (1) project that meet the MQs identified in this RFP. If only one (1) cited project meets the MQs, then two references from that project are required. Each Individual Reference must clearly identify the Customer/Client Reference individual and that individual's Agency, Department, Organization or Company where Key Staff performed the experience.

The Individual references must be submitted within the Business Proposal as defined within Section 6 - Proposal Structure and Submission including signature of the customer/client reference.

#### **References:**

Provide two customer/client references from customers/clients who have first-hand knowledge of the job skills, experience, and abilities cited in the résumé.

The Consortium reserves the right to contact individuals, entities, or organizations who have had contracts or relationships with the Key Staff proposed for this effort, whether or not they are identified as references, to verify that the person has successfully performed their contractual obligations on other similar projects.

## KEY STAFF REFERENCE FORM

**CONTRACTOR NAME:** Accenture LLP

**CONTRACTOR'S STAFF NAME:** Miguel O. De Ramas, Jr.

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

**TABLE 1 – Reference's Information**

This information should match the information provided in **Attachment B10 – Infrastructure Key Staff Resumes/Qualifications.**

Customer/Client Reference Name:	
Customer/Client Reference Title	
Agency, Department, Organization or Company where Staff member performed:	State of Arizona
Project Title on which Staff member performed	Health-e-Arizona Plus (HEAPlus) Maintenance & Operations (M&O)
Reference Phone Number:	
Reference E-mail Address:	

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 B10 – 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 B10 – 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?

X Yes ☐ No

X Yes ☐ No (If "No" is checked, explain here.)

**TABLE 3 – The Reference Must Complete This Table.**

The Reference shall rate 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 Table 4 – Description of Rating Values.

<b>COLUMN 1</b>	<b>COLUMN 2</b>
<b>Performance and Ability Statements</b>	<b>Enter Rating from Table 4</b>
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?	X Yes <input type="checkbox"/> No
Optional Comments:	

**TABLE 4 – Descriptions of Rating Values**

<b>Rating Value</b>	<b>Description</b>
10 points	<b>Excellent:</b> The performance and abilities of the Contractor's Staff were exceptional during this engagement.
8 points	<b>Good:</b> The performance and abilities of the Contractor's Staff were above average during this engagement.
5 points	<b>Fair:</b> The performance and abilities of the Contractor's Staff were average during this engagement.
2 points	<b>Poor:</b> The performance and abilities of the Contractor's Staff were below-average during this engagement.
0 points	<b>No Value:</b> 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.**

Name of Reference (print)  
(p)

AHCCCS  
Name of Company Reference

Site

5/31/23

## 13.11 ATTACHMENT B11 – M&E KEY STAFF REFERENCE FORM

### Instructions:

For each Key Staff role, provide two (2) Individual References from two different Projects cited in the Attachment B10, Part 2 – Key Staff Minimum Qualifications Table, unless only one (1) project that meet the MQs identified in this RFP. If only one (1) cited project meets the MQs, then two references from that project are required. Each Individual Reference must clearly identify the Customer/Client Reference individual and that individual's Agency, Department, Organization or Company where Key Staff performed the experience.

The Individual references must be submitted within the Business Proposal as defined within Section 6 - Proposal Structure and Submission including signature of the customer/client reference.

### References:

Provide two customer/client references from customers/clients who have first-hand knowledge of the job skills, experience, and abilities cited in the résumé.

The Consortium reserves the right to contact individuals, entities, or organizations who have had contracts or relationships with the Key Staff proposed for this effort, whether or not they are identified as references, to verify that the person has successfully performed their contractual obligations on other similar projects.

## KEY STAFF REFERENCE FORM

**CONTRACTOR NAME: Accenture LLP**

**CONTRACTOR'S STAFF NAME: Miguel O. De Ramas, Jr.**

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

<b>TABLE 1 – Reference's Information</b> This information should match the information provided in <b>Attachment B10 – Infrastructure Key Staff Resumes/Qualifications.</b>	
Customer/Client Reference Name:	
Customer/Client Reference Title	
Agency, Department, Organization or Company where Staff member performed:	Exelon
Project Title on which Staff member performed	ePeople Transition
Reference Phone Number:	
Reference E-mail Address:	

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.**

<b>TABLE 2 – The Reference Must Complete This Table.</b>	
<b>COLUMN 1</b>	<b>COLUMN 2</b>
Did the Contractor provide you with a copy of the completed Attachment B10 – 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 B10 – 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?

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "No" is checked, explain here.)
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**TABLE 3 – The Reference Must Complete This Table.**

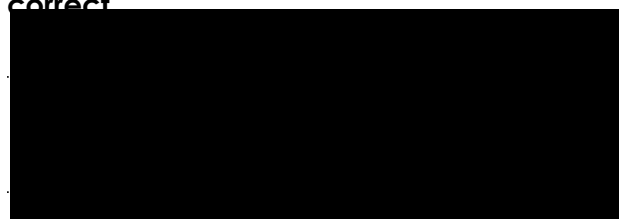
The Reference shall rate the Contractor's Staff performance and abilities by entering a rating value (in Column 2) for each corresponding Performance and Ability Statement (listed in Column 1). Use the rating values contained in Table 4 – Description of Rating Values.

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Optional Comments: Miguel was excellent and was an integral part to our ability to transition work post go-live for our ePeople solution and supporting IT processes. His knowledge, experience, and expertise along with his ability to navigate our organization as an extension of our IT team was critical to our success.	

**TABLE 4 – Descriptions of Rating Values**

Rating Value	Description
10 points	<b>Excellent:</b> The performance and abilities of the Contractor's Staff were exceptional during this engagement.
8 points	<b>Good:</b> The performance and abilities of the Contractor's Staff were above average during this engagement.
5 points	<b>Fair:</b> The performance and abilities of the Contractor's Staff were average during this engagement.
2 points	<b>Poor:</b> The performance and abilities of the Contractor's Staff were below-average during this engagement.
0 points	<b>No Value:</b> 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.**



Exelon

Name of Company Reference

6/1/2023

Date