

## ATTACHMENT 11 – KEY STAFF REFERENCE FORM

### Instructions:

For each Key Staff role, provide two (2) Individual References from two different Projects cited in the **Attachment 10, Part 2 - Key Staff Minimum Qualification Table**, unless only one (1) project is used 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 RFP 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	
<b>Key Staff Name: Lulu Fou</b>	
<b>Part 1 – Reference's Information</b> This information should match the information provided in <b>Attachment 10 – Key Staff Resumes/Qualifications</b> .	
Customer/Client Reference Name:	Holly Murphy
Customer/Client Reference Title	PMO Director
Agency, Department, Organization or Company where Staff member performed:	CalSAWS Consortium
Project Title on which Staff member performed	CalSAWS
Reference Phone Number:	[REDACTED]
Reference E-mail Address:	[REDACTED]

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 provide your comments and the appropriate rating based on your experience with the proposed Staff.

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

**Step 2:** Complete Part 3 and provide your performance ratings.

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

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

Part 2 – The Reference Must Complete This Table.	
COLUMN 1	COLUMN 2
Did the Contractor provide you with a copy of the completed <b>Attachment 10 – Key Staff Resumes /Qualifications</b> 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 <b>Attachment 10 – Key Staff Resumes /Qualifications</b> , 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" checked, explain here.)

Part 3 – The Reference Must Complete This Table.
The Reference shall complete performance and abilities statements for the proposed candidate and overall performance rating.
<b>Performance and Ability Statements</b>

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

The Reference shall complete performance and abilities statements for the proposed candidate and overall performance rating.

1. Describe the performance of the Contractor's Staff during this engagement.

Ms. Fou was instrumental in establishing the CalSAWS project management processes. She delivered exceptional support to the Consortium in leading the Accenture's PMO team, and through her knowledge of project controls, processes, and procedures.

2. Describe the ability of the Contractor's Staff to perform the contractually, required work in a timely manner.

Ms. Fou completes all tasks promptly and timely and leads the Accenture teams across the project to meet deadlines.

3. Describe the verbal and written communication skills of the Contractor's Staff.

Ms. Fou is very articulate and presents well to a variety of stakeholders. She is highly skilled in written communication formats.

4. Describe the ability of the Contractor's Staff to engage in positive working relationships with other coworkers.

Ms. Fou actively engages with all contractor and Consortium teams and has developed strong relationships across the project.

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

The Reference shall complete performance and abilities statements for the proposed candidate and overall performance rating.

5. Describe the knowledge of the Contractor's Staff in the required areas of expertise.

Ms. Fou is highly skilled in project management standards and controls.

6. How well did the Contractor handled engagement with end users and User input.

Ms. Fou interacts positively with multiple levels of stakeholders.

7. Would you rehire this person?

Yes.

8. Optional Comments:

On a scale of 1-10, with 1 being the lowest and 10 being the highest, how would you rate this individual's overall performance?

10

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

Holly Murphy

Name of Reference (print)

[Redacted Signature]

Signature of Reference

CalSAWS Consortium

Name of Company Reference (print)

July 17, 2024

Date