

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	
Key Staff Name: Anuradha Sachdev	
Part 1 – Reference's Information	
This information should match the information provided in Attachment 10 – Key Staff Resumes/Qualifications .	
Customer/Client Reference Name:	Sean Pearson
Customer/Client Reference Title	Chief Information Officer
Agency, Department, Organization or Company where Staff member performed:	New Mexico Human Services Department
Project Title on which Staff member performed	HHS 2020 Suite of Projects
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 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 Attachment 10 – 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 10 – 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" 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.
Performance and Ability Statements

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.

Anuradha Sachdev and her team went above and beyond to conduct the research necessary to help shape the approach and design of numerous customer facing systems in support of the agency's HHS 2020 initiative.

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

Anuradha Sachdev and her team delivered all required work on time.

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

Anuradha Sachdev and her team demonstrated excellent verbal and written communication skills. These skills were demonstrated not only with agency staff, but also with customers of the agency as part of the human centered design work that was conducted.

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

Anuradha Sachdev and her team developed and maintained positive working relationships with agency front line staff, agency supervisors, and agency leaders.

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

The knowledge, skills, and expertise shown by Anuradha Sachdev and her team were top notch.

Part 3 – The Reference Must Complete This Table.

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

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

Anuradha Sachdev and her team handled engagement with end users well. They listened, applied the feedback they received, and produced additional prototypes and work products to close the loop with end users.

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.

Sean Pearson

New Mexico Human Services Department

Name of Reference (print)

Name of Company Reference (print)



07/26/24

Signature of Reference

Date