

11.11 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.

Table 1 - Key Staff Reference Form

KEY STAFF REFERENCE FORM	
Key Staff Name: Karthik Krishnamurthy	
Part 1 – Reference's Information This information should match the information provided in Attachment 10 – Key Staff Resumes/Qualifications .	
Customer/Client Reference Name:	Chris Bailey
Customer/Client Reference Title	Chief Information Security Officer
Agency, Department, Organization or Company where Staff member performed:	California Department of Health Care Services (DHCS)
Project Title on which Staff member performed	Security Engineering Improvements
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 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

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

Karthik has consistently demonstrated exceptional performance throughout the duration of the Security Engineering project at DHCS. His adeptness in navigating complex environment at DHCS, collaborating with different stakeholders and providing security solutions is key to project success. Karthik's proactiveness, commitment and expertise has helped exceed project goal of improving DHCS security program.

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

Karthik consistently delivers all required work well within the established deadlines, ensuring that every deliverable meets the stringent quality standards set forth in our contract. His timely submissions and attention to detail have facilitated smooth project progression without any delays.

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

Karthik is an excellent communicator, both in verbal and written forms. He clearly and concisely articulates security problems to different DHCS stakeholders, fosters collaboration enabling an environment of clarity and mutual understanding.

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

Karthik creates a positive work environment between DHCS ISO, IT and contractor teams by fostering collaboration and resolves any conflicts in a timely manner.

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.

Karthik has extensive experience and knowledge in information security concepts, principles, latest emerging security threats and trends. He consistently demonstrates a deep understanding of the security controls required to mitigate security threats and risk. Karthik's strategic approach to security, combined with his ability to educate and engage team members on security best practices, has significantly minimized risks and improved DHCS security posture.

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

Karthik did exceedingly well in handling the end users, gathering user inputs and taking them into consideration while designing solutions.

7. Would you rehire this person?

Yes, I would rehire Karthik to my project.

8. Optional Comments:

Part 3 – The Reference Must Complete This Table.

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

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.

Chris Bailey

California Department of Health Care Services (DHCS)

Name of Company Reference (print)

07/18/2024

Date