

## 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   |                                    |
|--|------------------------------------|
| <b>Key Staff Name:</b> Gretchen Larson   |                                    |
| <b>Part 1 – Reference's Information</b><br>This information should match the information provided in <b>Attachment 10 – Key Staff Resumes/Qualifications</b> . |                                    |
| Customer/Client Reference Name:  | [REDACTED]                         |
| Customer/Client Reference Title  | IT Manager                         |
| Agency, Department, Organization or Company where Staff member performed:  | [REDACTED]                         |
| Project Title on which Staff member performed  | Technical Product Lead, [REDACTED] |
| 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.

**Performance and Ability Statements**

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

Gretchen consistently delivered high quality work for this engagement. She responded quickly to changing needs and new challenges as they arose while concurrently guiding the delivery team towards long term goals for new feature development.

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

Gretchen provided updates to contractually required work on time.

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

Gretchen was an effective communicator who provided clear written and verbal updates on project delivery. She clearly conveyed technical information to business and IT stakeholders and facilitated large groups through complex conversations on a weekly basis.

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

Gretchen has a positive working relationship with colleagues on all teams. She listened closely, and took action on critical feedback.

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

Gretchen's knowledge of the digital product life cycle and technical fluency was evident in her daily interactions with the business stakeholders, and technical teams. She formulated new delivery plans as contracting needs changed, and showcases knowledge of technical level of effort, architectural & digital product design.

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

Gretchen routinely addressed user input by incorporating changes into the near-term product releases, and the long-term product backlog. She provided in-person guidance to system users with a high level of professionalism.

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

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

7. Would you rehire this person?

Yes

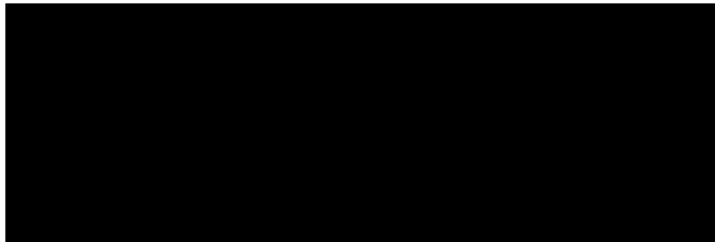
8. Optional Comments:

Gretchen is one of the most responsible and reliable people I have ever worked with.

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.**



Name of Company Reference (print)

7/26/2024

Date