

## 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: Avinash Sankhla</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:	Chinna Subramaniam
Customer/Client Reference Title	Director, IAM and Directory Services
Agency, Department, Organization or Company where Staff member performed:	City & County of San Francisco - Department of Technology (CCSF-DT)
Project Title on which Staff member performed	Identity & Access Management Implementation and cloud migration
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>
<p>1. Describe the performance of the Contractor's Staff during this engagement.</p> <p>Dedicated and sincere in his role as the project manager. Discussed and interacted with CCSF-DT regularly to ensure quality and on time delivery of project. Well experienced and managed project resources effectively. Very good interaction and relationship established with all CCSF-DT personnel.</p>
<p>2. Describe the ability of the Contractor's Staff to perform the contractually, required work in a timely manner.</p> <p>Makes it a point to adhere to all contractual obligations and SLA's. Works across all teams and identifies risks and proactively will work to resolve issues and bottlenecks to ensure that the work is completed in time.</p>
<p>3. Describe the verbal and written communication skills of the Contractor's Staff.</p> <p>Very strong verbal and written communications skills.</p>
<p>4. Describe the ability of the Contractor's Staff to engage in positive working relationships with other coworkers.</p> <p>He is an interactive and collaborative person. He has a positive approach to all tasks and discusses all options with his coworkers and teams. Brings a positive attitude.</p>

**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.

He understands Data security, development and release cycle and cloud technologies well. Often provided input on the project as an architect across various integrations.

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

Collaboratively interacted with the project team around end user feedback and discussed findings with the project team to take appropriate action on user inputs. Encouraged follow up as required to ensure concerns are met.

7. Would you rehire this person?

Yes.

8. Optional Comments:

Was an asset to have on the project and a large component of the project success is attributed to his leadership and project management.

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 10/10, Performed good work and completed project implementation successfully with the skilled team members.

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

Name of Reference (print)

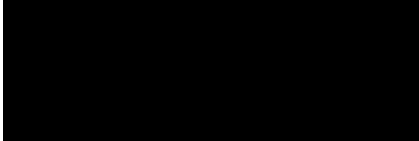
Chinna Subramaniam

Name of Company Reference (print)

City and County of San Francisco - Department of Technology

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Signature of Reference

A large black rectangular box redacting the signature of the reference.

Date

July 22, 2024 | 12:28 PM PDT