

## 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: Karthik Krishnamurthy</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:	Joseph Nelson
Customer/Client Reference Title	Chief Privacy Officer, formerly Security Operations Manager
Agency, Department, Organization or Company where Staff member performed:	CalSAWS Consortium
Project Title on which Staff member performed	CalSAWS - BenefitsCal Implementation CalSAWS - BenefitsCal Maintenance and Enhancement (M&E)
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>Karthik has met or exceeded expectations for his role throughout my time working with him at CalSAWS. Whenever faced with urgent or time sensitive issues, he has worked quickly to address the needs of the Consortium Security Office and has demonstrated expertise in several security domains.</p>
<p>2. Describe the ability of the Contractor's Staff to perform the contractually, required work in a timely manner.</p> <p>Karthik has always been timely in delivering both required work and general responsiveness to inquiries. He is excellent in this capacity and stands out from his peer group. Whether from anticipation, preparedness, or just quick work, he has on several occasions surprised me with the speed of his response to difficult and/or complex inquiries.</p>
<p>3. Describe the verbal and written communication skills of the Contractor's Staff.</p> <p>I have had no concerns with Karthik's written and verbal communication skills. His emails are typically short and direct, providing good supporting details when necessary, without being overly verbose. His verbal communication skills are similar, direct and professional.</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.

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

I have always observed Karthik engaged in positive interactions with his coworkers, regardless of their affiliation with the Consortium as a client or within his own team, or with other vendors. Karthik's behavior has always been calm and professional, even when faced with less composed coworkers.

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

Karthik has presented and represented the Deloitte Security Team at CalSAWS in numerous expert capacities, ranging from urgent incident response matters to presentations on proposed solutions for security issues. I have on no occasion found issue with his recommendations or expertise on these matters.

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

Karthik's role as security manager did not involve instances of end user engagement or interaction that I have witnessed.

7. Would you rehire this person?

Yes.

8. Optional Comments:

It has been a pleasure to work with Karthik over the past two years.

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?

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

Joseph Nelson

CalSAWS Consortium

Name of Reference (print)

Name of Company Reference (print)

7/25/2024

Date