

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: Marc Piscatelli	
Part 1 – Reference's Information	
This information should match the information provided in Attachment 10 – Key Staff Resumes/Qualifications .	
Customer/Client Reference Name:	Cory Chambliss
Customer/Client Reference Title	Operations Director
Agency, Department, Organization or Company where Staff member performed:	Acentra
Project Title on which Staff member performed	Texas VPM
Reference Phone Number:	334-359-0822
Reference E-mail Address:	cory.chambliss@acentra.com

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.

The performance of Marc and his team during the TX PBM project was exemplary. Marc and his team displayed a high level of professionalism, technical proficiency, and dedication to meeting project milestones. They consistently delivered quality work on time and demonstrated a strong understanding of the project requirements and objectives.

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

Marc's proactive approach to the Texas VPM project was a significant factor in his ability to complete tasks both on time and with a high degree of accuracy. His forward-thinking strategy and strong attention to detail ensured that all project deliverables met the required standards and were delivered within the established timelines.

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

Marc's exceptional communication skills were a significant asset to the TX VPM project. His dedication to maintaining open lines of communication with the Acentra team ensured that all stakeholders were kept up-to-date with the latest developments. Marc's ability to communicate complex information both verbally and in writing contributed greatly to the project's success, demonstrating the value of clear and consistent communication in project management.

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

Marc embraced a positive attitude throughout the Texas VPM project with his coworkers and other stakeholders of the project. He was able to quickly build a strong relationship and bond with myself and my colleagues at Acentra Health. He understands the importance of teamwork and consistently demonstrated empathy and respect towards his colleagues' ideas and perspectives.

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

Marc's proficiency in project management was evident in the Texas VPM project through his ability to effectively plan, execute, and close the project. It was evident throughout the project that he has a strong knowledge of project management

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

methodologies, which enabled him to apply best practices across various aspects of the project, such as risk management, resource allocation, and quality control.

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

Marc actively engaged with the team at Acentra throughout the Texas VPM project. He always accepted any input we provided with an open-minded approach and demonstrated a willingness to embrace diverse perspectives from the many different stallholders involved with the project.

7. Would you rehire this person?

N/A – Gainwell is a client of Acentra Health. But, yes, the Acentra team looks forward to partnering with Gainwell and Marc on projects in the future.

8. Optional Comments:

Marc played a large role in the Texas VPM project and was a major contributor to its success. He was a pleasure to work with and the team at Acentra Health was very thankful to be given the opportunity to participate in the project. We look forward to working with Marc and his team on future projects.

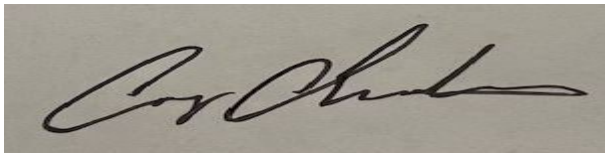
On a scale of 1-10, with 1 being the lowest and 10 being the highest, how would you rate this individual's overall performance?

10

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

Cory Chambliss
Name of Reference (print)
(print)

Acentra Health
Name of Company Reference



Signature of Reference

7/26/2024

Date

Table 1 - Key Staff Reference Form

KEY STAFF REFERENCE FORM	
Key Staff Name:	
Part 1 – Reference's Information	
This information should match the information provided in Attachment 10 – Key Staff Resumes/Qualifications .	
Customer/Client Reference Name:	Chip Shook
Customer/Client Reference Title	Executive Director
Agency, Department, Organization or Company where Staff member performed:	Acentra
Project Title on which Staff member performed	Texas VPM
Reference Phone Number:	334-359-0821
Reference E-mail Address:	chip.shook@accentra.com

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.

The performance on the Contractor's Staff during this engagement was exceptional. It was obvious the staff was highly skilled and placed a priority on planning to ensure all parties understood the scope and objective of the effort. The staff was well prepared for every meeting and did an excellent job making all stakeholders feel valued as part of the team. Overall, the staff was extremely professional and worked diligently to meet agree upon timelines to ensure the client's needs were meet for all requested activities.

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

The ability of the Contractor's Staff to perform the contractually, required work in a timely manner was impressive. It was obvious from the first interaction that the staff had significant experience executing on similar scope in the past. The staff had a very well thought out approach and spend the necessary time to explain to all stakeholders to ensure buy-in. The staff showed tremendous resilience when barriers were encountered during the work allowing the scope to be performed within the agreed upon timeline.

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

The verbal and written communication skills of the Contractor's Staff was very strong. The staff went to great lengths to ensure there was a mutual understanding on terminology and their preferred method for data presentation. The ancillary project documents were easy to read, and the staff took great pride in creating visuals diagram all stakeholders could easily follow and understand.

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

The ability of the Contractor's Staff to engage in positive working relationships with other coworkers was top notch. The staff took the time to engage with stakeholders on a personal level to build a bond for the partnership. Cannot say enough about the staff's ability to make each stakeholder feel they were being heard, making them feel valued, and always bringing a positive attitude to every interaction.

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

Part 3 – The Reference Must Complete This Table.

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The knowledge of the Contractor's staff in the required areas of expertise was that of a well-seasoned consultant with significant experience on similar work. The staff was very patience and willing to explain concepts to all stakeholders to ensure alignment.

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

The Contract handled engagement with end users and user input like an experienced professional. The staff was very well prepared for all engagements with the end user and had the uncanny ability to make everyone feel at ease and accepted.

7. Would you rehire this person?

I would definitely enjoy working with this person again on another similar project. He has all the intangible needed to quickly have a team move towards the performing phase of team development and ensure they stayed there to achieve success on their work and common goals.

8. Optional Comments:

I highly recommend this individual to lead any project. You are not going to find a more dedicated and experienced person with the necessary soft skills to unify a diverse group of stakeholders to work towards a common goal.

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.

Chip Shook

Name of Reference (print)

Acentra Health, LLC

Name of Company Reference (print)



Signature of Reference

July 29, 2024

Date

Table 41 - Key Staff Reference Form

KEY STAFF REFERENCE FORM	
Key Staff Name:	
Part 1 – Reference's Information This information should match the information provided in Attachment 10 – Key Staff Resumes/Qualifications .	
Customer/Client Reference Name:	Gainwell Note: Two of Marc Piscitelli's projects described in his Attachment 10 Key Staff Resumes and Qualifications are for CHEP, a neutral-reference firm that verifies employment but does not provide evaluations or ratings. The employment verification contact number is 800-243-7872, and Marc's Attachment 10 provides contact names and email addresses.
Customer/Client Reference Title	
Agency, Department, Organization or Company where Staff member performed:	
Project Title on which Staff member performed	
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.

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<input type="checkbox"/> Yes <input type="checkbox"/> No	<input 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.

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

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

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

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

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

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?

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?

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

Name of Reference (print)

Name of Company Reference (print)

Signature of Reference

Date