

Attachment 11 – Key Staff Reference Form

Reference #1

KEY STAFF REFERENCE FORM	
KEY STAFF NAME: JIMMIE JIMENEZ	
PART 1 – REFERENCE'S INFORMATION	
THIS INFORMATION SHOULD MATCH THE INFORMATION PROVIDED IN <i>Attachment 10 – Key Staff Qualifications</i> .	
Customer/Client Reference Name:	Jaime Bradford
Customer/Client Reference Title:	System Support Manager
Agency, Department, Organization or Company where staff member performed:	Gainwell Technologies
Project Title on which staff member performed:	CalWIN
Reference Phone Number:	(303) 947-6792
Reference E-mail Address:	Jaime.bradford@gainwelltechnologies.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 <i>Attachment 10 – Key Staff Qualifications</i> 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 <i>Attachment 10 – Key Staff Qualifications</i> , including the functions as described and the time period provided on the project(s) that lists you as a contact?
☒ Yes ☐ No	☒ Yes ☐ 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. Jimmie consistently delivered high-quality performance throughout the System Design Lifecycle (SDLC). She successfully led business analysis efforts for eligibility systems across 18 counties, demonstrating strong expertise in interpreting complex state and federal policy requirements and translating them into accurate and compliant system functionality. She actively participated in Business System Meetings (BSM) to ensure system builds aligned with evolving HHS policies and collaborated effectively with both internal and external stakeholders to validate system-generated outcomes and notices. She was the Lead Analyst for Production Support Defect Management, COLA, and Reference Tables development/testing execution and the COLA Go/No Go decision into Production.
2.	Describe the ability of the Contractor's staff to perform the contractually required Work in a timely manner. Jimmie consistently demonstrated the ability to perform the required work in a timely and efficient manner. She managed complex eligibility system enhancements while meeting project deadlines and aligning deliverables with contractual requirements. Participation in BSM meetings ensured that system builds reflected evolving HHS policies without delay. She effectively prioritized tasks such as policy interpretation, documentation, test plan creation, and stakeholder validation, which enabled smooth project execution and on-time delivery of system functionality. She met all timelines and demonstrated a reliable capacity to adapt quickly to policy changes while maintaining quality and compliance.
3.	Describe the verbal and written communication skills of the Contractor's staff. Jimmie demonstrated strong verbal and written communication skills. She effectively conveyed complex policy and technical concepts to both technical teams and non-technical stakeholders, ensuring shared understanding and alignment on project objectives. Participation in Business System Meetings (BSM) highlighted her ability to articulate system requirements, propose solutions, and provide clear updates on progress and issues. In written communication she produced high-quality documentation, including project artifacts, test plans, and system validation results, which were well-organized, accurate, and easy to follow. Her clear and professional communication style supported collaboration across internal teams, external stakeholders, and policy partners, and contributed to the overall success of the project.
4.	Describe the ability of the Contractor's staff to engage in positive working relationships with other coworkers. Jimmie consistently demonstrated the ability to build and maintain positive working relationships with coworkers and stakeholders. She collaborated effectively with internal teams, external partners, and policy representatives to validate system outcomes, resolve data discrepancies, and implement policy-driven system enhancements. Her cooperative approach, active participation in Business System Meetings (BSM), and willingness to share knowledge fostered a collaborative environment that supported timely decision-making and project success. Her professionalism, adaptability, and respect for diverse

perspectives contributed to strong team dynamics and effective cross-functional collaboration.
5. Describe the knowledge of the Contractor's staff in the required areas of expertise. Jimmie demonstrated a deep understanding of eligibility systems and the ability to interpret and apply complex state and federal policy requirements to system functionality. Her expertise extended to business analysis, system and database testing, and the development of project documentation and test plans that aligned with program rules and client scenarios. She applied advanced technical skills, including SQL-based validations and data reconciliation, to ensure accurate reporting, resolve discrepancies, and maintain data integrity across multiple reporting layers. In addition, her familiarity with HHS policies and ability to translate evolving requirements into actionable system changes underscored their subject matter expertise. This comprehensive knowledge base enabled her to deliver compliant, accurate, and effective system enhancements that supported program operations.
6. How well did the Contractor handled engagement with end users and User input. Jimmie effectively engaged with end users to ensure that system functionality reflected real-world needs. She collaborated with stakeholders to validate eligibility outcomes and notices, incorporating user input into testing scenarios to confirm accuracy and usability. By considering end-user feedback during the development of documentation, test plans, and system validations, she ensured that system enhancements supported both policy requirements and client experiences.
7. Would you rehire this person? Yes
8. Optional Comments: Jimmie is committed to excellence in all aspects of her work, ensuring accuracy, compliance, and quality in every delivery. She places strong emphasis on understanding and meeting customer needs, providing solutions that add value and build trust.
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.

Jaime Bradford

Gainwell

Name of Reference (print)

Name of Company Reference (print)

Jaime Bradford

10/17/25

Signature of Reference

Date

Reference #2

KEY STAFF REFERENCE FORM	
KEY STAFF NAME: JIMMIE JIMENEZ	
PART 1 – REFERENCE'S INFORMATION	
THIS INFORMATION SHOULD MATCH THE INFORMATION PROVIDED IN ATTACHMENT 10 – KEY STAFF QUALIFICATIONS.	
Customer/Client Reference Name:	Jeff Barnes
Customer/Client Reference Title:	ACES Project Director
Agency, Department, Organization or Company where staff member performed:	Alabama Department of Human Resources
Project Title on which staff member performed:	Alabama Combined Eligibility System (ACES)
Reference Phone Number:	334-312-5528
Reference E-mail Address:	Jeff.Barnes@dhr.alabama.gov

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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☒ Yes ☐ No	☒ Yes ☐ 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. Jimmie consistently ensured quality and accuracy of work products, including design documentation and testing deliverables. She effectively managed key activities such as design documentation, test planning, and test execution, contributing to the successful completion of projects on time and in alignment with program objectives.
2.	Describe the ability of the Contractor's staff to perform the contractually, required Work in a timely manner. Jimmie demonstrated excellent time management and organization skills, consistently delivering all assigned work products within established timelines. She proactively managed defect resolution through DevOps, ensuring issues were addressed promptly and supporting production readiness with reliability and efficiency.
3.	Describe the verbal and written communication skills of the Contractor's staff. Jimmie has demonstrated excellent communication skills, effectively leading meetings with business analysts and customers to clarify business requirements. Her written products were clear, well-organized, and thorough, facilitating alignment across teams.
4.	Describe the ability of the Contractor's staff to engage in positive working relationships with other coworkers. Jimmie collaborated effectively with internal teams and business stakeholders. She established strong working relationships by facilitating discussions, clarifying requirements, and aligning priorities. Her collaborative approach promoted teamwork and ensured smooth execution of cross-functional initiatives.
5.	Describe the knowledge of the Contractor's staff in the required areas of expertise. Jimmie has extensive expertise in HHS eligibility systems, translating complex policy requirements into effective test plans. Her knowledge spans HHS policies, TANF, and SNAP programs, complemented by proficiency in DevOps for defect management and a thorough understanding of both business and technical aspects.
6.	How well did the Contractor handled engagement with end users and User input. Jimmie actively participated in business meetings to align enhancements with program goals, ensuring user needs were captured and addressed. Her role in validating fixes against business requirements reflected a strong commitment to user satisfaction and readiness for production deployment.
7.	Would you rehire this person? Yes
8.	Optional Comments: Jimmie made it a priority to understand the customer's perspective, with a focus on what mattered most to their business operations and end users. She paid close attention to user needs by ensuring work products reflected their business processes and policy goals.
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.

Jeff Barnes

Alabama Department of Human Resources

Name of Reference (print)

Name of Company Reference (print)



10/22/2025

Signature of Reference

Date