

Attachment 11 – Key Staff Reference Form

Reference #1

KEY STAFF REFERENCE FORM	
KEY STAFF NAME: VIDA SANCHEZ	
PART 1 – REFERENCE'S INFORMATION	
THIS INFORMATION SHOULD MATCH THE INFORMATION PROVIDED IN <i>Attachment 10 – Key Staff Qualifications</i> .	
Customer/Client Reference Name:	Marisa Vigil
Customer/Client Reference Title:	Senior Deputy Director of Central Operations
Agency, Department, Organization or Company where staff member performed:	New Mexico Health Care Authority Income Support Division
Project Title on which staff member performed:	New Mexico ASPEN
Reference Phone Number:	(505) 629-8476
Reference E-mail Address:	Marisa.Vigil@hca.nm.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.
- 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. During the ASPEN Implementation and during Ms. Sanchez' tenure at the New Mexico Health Care Authority, she demonstrated strong leadership and quality assurance expertise. She provided oversight to the Policy and ASPEN USER Acceptance Testing staff during the development and implementation of ASPEN . After the implementation of ASPEN, she played a key role in the prioritization of change requests and provided oversight to the ongoing testing of ASPEN updates.
2.	Describe the ability of the Contractor's staff to perform the contractually, required Work in a timely manner. Ms. Sanchez' work was always early and ensured adequate time for review. She ensured the timely and reliable delivery of test scripts, reports and guidance as the ASPEN system was being implemented and with ongoing maintenance and operations.
3.	Describe the verbal and written communication skills of the Contractor's staff. Ms. Sanchez is a strong verbal and written communicator. She demonstrated her ability to provide accurate and concise reports for all stakeholders, for the ASPEN project and through her other responsibilities within the HCA. Ms. Sanchez provided complex data reporting and analysis for the Division to the USDA Food and Nutrition Services, the Department of Health and Human Services Centers for Medicaid Services and the Office of Family assistance in response to audits and management evaluation reviews.
4.	Describe the ability of the Contractor's staff to engage in positive working relationships with other coworkers. Ms. Sanchez had a positive and professional relationship with leadership and staff during her tenure at the New Mexico Health Care Authority. Ms. Sanchez created an environment that allowed for open communication that was solution based.
5.	Describe the knowledge of the Contractor's staff in the required areas of expertise. Ms. Sanchez was selected as subject matter expert during the development and implementation of the ASPEN project due to her knowledge of the following Health and Human Services programs: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid and Low Income Home Energy Assistance (LIHEAP). She was able to effectively assist with the integration of these programs into one eligibility system through her knowledge. Ms. Tapia-Sanchez oversaw the ASPEN User Acceptance Testing Team ensuring the system met the USDA Food And Nutrition Services SNAP and the US Department of Health and Human Services Office of Family Assistance TANF program requirements and regulations.
6.	How well did the Contractor handled engagement with end users and User input. During the ASPEN development and post implementation, Ms. Sanchez led work groups to seek the feedback of end users and stakeholders (clients and advocates) to ensure the new and updates were properly vetted by the end users and to seek feedback for improvements.
7.	Would you rehire this person? Ms. Sanchez retired in June 2024. I would rehire her for employment. She is very knowledgeable in not only the day-to-day operations of the division, but holds great institutional knowledge.

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?
10

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

Marisa Vigil	New Mexico Health Care Authority Income Support Division
Name of Reference (print)	Name of Company Reference (print)
<i>Marisa Vigil</i>	10/16/2025
Signature of Reference	Date

Reference #2

KEY STAFF REFERENCE FORM	
KEY STAFF NAME: VIDA SANCHEZ	
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 Manager
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.
- 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.
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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. Ms. Sanchez has been very effective in her ACES Roles as Functional and User Acceptance Testing Leads. She is very knowledgeable regarding the SNAP and TANF Policies. She has been very effective with the planning, implementing and reporting of the UAT progress, including defect management.
2.	Describe the ability of the Contractor's staff to perform the contractually, required Work in a timely manner. Ms. Sanchez has performed the contractually required work in a timely fashion despite setbacks by the System Integrator. Ms. Sanchez is proactive when facing deadlines to communicate the need for additional resources or assistance to ensure deadlines are met.
3.	Describe the verbal and written communication skills of the Contractor's staff. Ms. Sanchez provides timely and effective verbal and written communication to the over 60 UAT Testers (State and County Staff), Project and DHR leadership. She facilitates project meetings to communicate project status, forecasts and overall project health driving positive outcomes, which can include the USDA Food and Nutrition Services, Project Leadership, Alabama DHR Leadership and DDI Contractor staff.
4.	Describe the ability of the Contractor's staff to engage in positive working relationships with other coworkers. Ms. Sanchez has demonstrated professionalism that allows her to interact positively with everyone associated with the project. She is willing to go above and beyond to ensure timely and accurate reporting and clearly communicate the established goals.
5.	Describe the knowledge of the Contractor's staff in the required areas of expertise. Ms. Sanchez was hired as a Functional Lead to support this project. She has demonstrated her knowledge of SNAP and TANF Policy and communicated this knowledge with the development and execution of test scripts. She has also demonstrated her ability to lead a large group toward a common goal, addressing any issues in a clear and concise manner.
6.	How well did the Contractor handled engagement with end users and User input. Ms. Sanchez has established relationships with the testers and has been able to identify each tester's strengths and opportunities for improvement. She has engaged the testers from all areas of DHR to ensure they had the proper knowledge of the testing assignment and supported the team during testing.
7.	Would you rehire this person? Yes, I would rehire Ms. Sanchez to lead testing or assist with assessing regulatory impacts to the eligibility system.
8.	Optional Comments: Ms. Sanchez brings a wealth of knowledge and experience to the ACES project. Her 23 years of experience working in state and local government provides her with valuable insight when operating as a contractor. She has shared her leadership and project management experience as we have moved through UAT.

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

ALDHR ACES Project

Name of Reference (print)

Name of Company Reference (print)



10/22/2025

Signature of Reference

Date