

Attachment 11 – Key Staff Reference Form

Reference 1

KEY STAFF REFERENCE FORM	
KEY STAFF NAME: ANANDA KUMAR DEY	
PART 1 – REFERENCE'S INFORMATION	
THIS INFORMATION SHOULD MATCH THE INFORMATION PROVIDED IN ATTACHMENT 10 – KEY STAFF QUALIFICATIONS .	
Customer/Client Reference Name:	Microsoft/ Manisha Jha
Customer/Client Reference Title:	Microsoft/Senior Digital Specialist
Agency, Department, Organization or Company where staff member performed:	Microsoft – CASA DSSP US
Project Title on which staff member performed:	Function Manager
Reference Phone Number:	+1 425 703 5594
Reference E-mail Address:	manishajha@microsoft.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 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 Qualifications , 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.

The Contractor's staff demonstrated a high level of professionalism, technical expertise, and commitment throughout the engagement. They consistently met project deliverables within the agreed timelines and maintained strong collaboration with internal teams and stakeholders.

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

- **Quality of Work:** Deliverables were accurate, well-documented, and aligned with established quality assurance standards. Testing activities were comprehensive, and defect management was handled efficiently, ensuring minimal rework.
- **Technical Competence:** The team displayed solid functional knowledge of QA processes, tools, and methodologies. They effectively applied both manual and automated testing techniques to ensure product reliability and compliance with requirements.
- **Communication and Collaboration:** The Contractor's staff maintained open and proactive communication with both QA and development teams. They participated actively in daily stand-ups, sprint reviews, and retrospectives, contributing valuable insights to continuous improvement efforts.
- **Responsiveness and Adaptability:** The team showed flexibility in responding to changing project requirements and priorities. They quickly adapted to new tools, processes, and timelines with minimal disruption to project progress.
- **Professional Conduct:** All interactions were conducted with integrity, respect, and accountability. The team's positive attitude and willingness to support broader QA initiatives greatly contributed to overall team morale and project success.

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

Verbal Communication: Team members actively participated in meetings, stand-ups, and reviews, providing concise updates and constructive feedback. They were able to explain complex technical issues in a clear and understandable manner, ensuring alignment between QA, development, and business teams. Their professionalism and responsiveness in verbal exchanges fostered collaboration and built trust across the project team.

Written Communication: Documentation produced by the Contractor's staff—such as test plans, test cases, defect reports, and status summaries—was detailed, accurate, and well-organized. Written deliverables

adhered to established QA and project documentation standards, facilitating transparency and effective knowledge transfer.

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

The Contractor's staff consistently demonstrated strong interpersonal skills and a collaborative approach when working with team members and stakeholders. They fostered positive relationships built on respect, trust, and open communication, which contributed to an effective and cohesive work environment

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

The Contractor's staff demonstrated strong and consistent knowledge in all required areas of expertise throughout the engagement. Their technical proficiency, analytical ability, and understanding of QA methodologies contributed significantly to the overall quality and success of the project.

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

The Contractor's staff demonstrated strong engagement skills and a proactive approach in working with end users throughout the engagement. They effectively facilitated communication between QA, development teams, and user representatives to ensure that feedback was accurately captured and incorporated into the project deliverables.

7. Would you rehire this person?

Yes

8. Optional Comments:

The contractor's staff consistently exceeded expectations in both technical delivery and team collaboration. Their proactive approach and attention to detail were instrumental in meeting project milestones.

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.

Manisha Jha

Microsoft

Name of Reference (print)

Name of Company Reference (print)

Signature of Reference (print)

03/26/2026

Date