

ATTACHMENT 16.2: Project Manager - REFERENCE FORM

Purpose: Based on the satisfaction ratings received from the proposed Key Staff's references, the State will use the ratings to score the Key Staff.

Instructions to Bidder: Complete Part A, items 1-8 of this Key Staff Reference Form, attach the corresponding Key Staff Qualifications Form and send to references to complete Part B, items 10-13. Once the Key Staff Reference Form is completed, the Bidder must submit it with its proposal.

The Bidder must complete and submit a Key Staff Reference Form for each of the projects cited on the corresponding Key Staff Qualification Form.

Instructions to the Key Staff's Reference: Complete Part B, items 10-13 of this form using the rating scale in "Reference Satisfaction Rating" field (item 9). Rate your satisfaction with the Key Staff who performed the services described in item 8, Project Description & Key Staff's role on the project, and confirm that the information in Part A is consistent and corresponds with the corresponding Key Staff Qualification Form attached. Complete the bottom of this Attachment and return the form to the Bidder.

| PART A: TO BE COMPLETED BY BIDDER | | |
|-----------------------------------|--|----|
| 1 | Bidder: | |
| 2 | Key Staff Name: | |
| 3 | Project Name: | |
| 4 | Name of Company for whom the Project was completed: | |
| 5 | Contact Name and Information of the Key Staff's Reference: | |
| 6 | Key Staff's Start and End Dates on the Project: | |
| 7 | Contract Amount: \$ | \$ |
| 8 | Project Description & Key Staff's role on the project: | |

| PART B: TO BE COMPLETED BY KEY STAFF'S REFERENCE | | | | | |
|--|---|--|---|---|---|
| 9 | <p><u>Reference Satisfaction Rating:</u></p> <p>Using the following scale to rate the Key Staff's overall performance on the services provided:</p> <p>0 = Unsatisfactory, 3 = Marginal, 5 = Satisfactory, 8 = Exceeds Expectations</p> <p>Circle only one number for each question (10-13) below.</p> | <p>Reference Ratings</p> <p>(Total possible rating score = 32)</p> | | | |
| 10 | How would you rate the individual's overall performance? | 0 | 3 | 5 | 8 |
| 11 | How would you rate the individual's effectiveness at communicating (orally and in writing) with project members and stakeholders? | 0 | 3 | 5 | 8 |
| 12 | How would you rate the individual's effectiveness in dealing with conflicting priorities? | 0 | 3 | 5 | 8 |
| 13 | How would you rate the individual's effectiveness in the role they were in for the cited project? | 0 | 3 | 5 | 8 |

By completing this reference form, I declare the following:

1. I have reviewed the information contained in Part A, items 1-8 above, and the corresponding Key Staff Qualifications Form and the information is true and correct;
2. I am/was employed by the company for whom the project was completed; and
3. I performed a management, supervisory, or Product Owner role on the cited project.

| TO BE COMPLETED BY PROPOSED KEY STAFF'S REFERENCE | |
|---|--|
| Signature: | |
| Printed Name: | |
| Date: | |
| Title or role on the project: | |
| Email: | |

| TO BE COMPLETED BY PROPOSED KEY STAFF'S REFERENCE | |
|---|--|
| Phone: | |