

ATTACHMENT 16.4: Systems Architect - REFERENCE FORM

STAFF - 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 10-15. 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 10-15 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	<u>Reference Satisfaction Rating:</u> Using the following scale to rate the Key Staff's overall performance on the services provided: 0 = Unsatisfactory, 3 = Marginal, 5 = Satisfactory, 8 = Exceeds Expectations, NA = Not Applicable (Enter "Not Applicable" if the question does not apply to your experience and was not selected in the staff qualification form) Circle only one number for each question (10-15) below.	Reference Ratings Total Possible Rating Score = 56.				
10	How would you rate the individual's overall performance?	0	3	5	8	
11	How would you rate the individual's effectiveness in architecting and managing an integrated data warehouse system?	0	3	5	8	NA
12	How would you rate the individual's effectiveness in providing hands-on technical leadership for systems development projects, including system and infrastructure architecture, logical and physical design, development, and deployment?	0	3	5	8	NA
13	How would you rate the individual's effectiveness in implementing security requirements for a data warehouse system?	0	3	5	8	NA
14	How would you rate the individual's effectiveness in implementing SaaS solutions in a cloud or hybrid environment?	0	3	5	8	NA
15	How would you rate the individual's effectiveness in integrating software components in a datawarehouse environment in all the following: multi-factor authentication, database management, hosting, security, project release management, software version control, master data management and dashboard visualization and reporting?	0	3	5	8	NA
16	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 or supervisory 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:	
Phone:	