

## **CORPORATE EXPERIENCE SUMMARY AND REFERENCES**

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Applicants are required to complete each field in this Attachment and include the Attachment in their Application.

#### **CORPORATE EXPERIENCE SUMMARY (M) (pass/fail)**

To be responsive, the Corporate Experience Summary must provide enough detail to permit the State to assess and clearly determine the responsibility and experience the Contractor has for consideration in future AcMod or category awards that will be issued off this eVAQ. This will be scored as pass/fail. DO NOT LEAVE ANY ITEMS BLANK.

#### **REFERENCES (MS) (points)**

To be responsive:

- 1) All information must be completed on this Attachment. A blank or Not Applicable (N/A) response is not acceptable.
- 2) Projects referenced shall be projects that have been *completed within the past 5 years from the date of this Application*.
- 3) Applicants are required to submit three (3) references.
- 4) The client/customer used for the reference purposes must be a paying client/customer and not affiliated to the Applicant's organization.
- 5) At least one (1) reference must be from a government agency – local, municipal, federal, or publicly funded entity.
- 6) There are seven (7) questions per reference that may be verified. The reference rates each Applicant, using a scale of one (1) to five (5). Applicant must receive a minimum score of three (3) for each reference question.
- 7) The California Department of Technology cannot be used as a reference.
- 8) List the three projects below:  
The State will contact the listed reference(s) to obtain the information provided by the Applicant and determine the customer's satisfaction with the outcome of the project and/or personnel. The references may be interviewed to confirm the information provided and a pass/fail will be provided. If the State cannot make contact with the reference, the State will reach out to the applicant to refresh the references or collaborate on further attempts.

**Reference #1**

Contact Name:	Title:
Phone #:	Email Address:
Project Title & Summary:	

**Reference #2**

Contact Name:	Title:
Phone #:	Email Address:
Project Title & Summary:	

**Reference #3**

Contact Name:	Title:
Phone #:	Email Address:
Project Title & Summary:	

## ATTACHMENT 2: CORPORATE EXPERIENCE SUMMARY AND REFERENCES

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### Scoring:

The References provided may be contacted by the State to validate submitted responses and to ask the client reference questions indicated below. Points will be assessed based on the reference response rating.

For questions 2-7 of the Client Reference Questions Table, circle only one (1) number for each question and use the following key for the scoring/rating:

0 = Unsatisfactory; 1 = Poor; 2 = Partially Satisfactory; 3 = Satisfactory; 4 = More than Satisfactory; 5 = Excellent, n/a = Not applicable to this project

### Client Reference Questions

Question #	M or MS	Question	Scoring/Rating
1	M	Can you verify the following information? 1. Project Name and Description 2. Timeframe/Duties and Responsibilities	Pass / Fail
2	MS	How would you rate this firm's ability to professionally manage overall in projects?	n/a 0 1 2 3 4 5
3	MS	How would you rate the resources and staff provided ability to manage the project on time, in scope, and on budget?	n/a 0 1 2 3 4 5
4	MS	How would you rate this firm's ability in managing implementation, transition of products and services and/or maintenance operation support to ensure the continuity of services? Answer as applicable.	n/a 0 1 2 3 4 5
5	MS	How would you rate this firm's professionalism and ability to supervise teams on a project?	n/a 0 1 2 3 4 5
6	MS	How would you rate the firm's ability to address customer concerns or project issues, risks, or conflict?	n/a 0 1 2 3 4 5
7	MS	How would you rate this firm's ability to manage the technical and security solutions of different information technology and/or telecommunications hardware and/or services? Answer as applicable.	n/a 0 1 2 3 4 5

## **ATTACHMENT 2: CORPORATE EXPERIENCE SUMMARY AND REFERENCES**

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**\*\*To Be Completed by the Applicant\*\***

**Describe the core corporate experience and competency offerings. The description of the corporate profile must be detailed and comprehensive enough to permit the State to assess the corporate abilities, core competencies, types of products, projects, or services anticipated to be provided in the approval of this eVAQ application.**

In addition to the above, the summary shall include all of the following information:

1. Corporate Structure
2. Management Structure
3. Organizational Chart
4. Years in Business
5. Products and Services Offered