**ATTACHMENT B**

**RESOURCE REFERENCE**

List at least one (1) reference who can confirm that the resource’s knowledge, skills, abilities and experience are similar to the ones described in this RFQ. Provide project description and specifically state project’s relevance and the role of the resource in the project. Include company name, contact person, and telephone number. Unsatisfactory references or references that are not significantly similar to the projects described in this RFQ may eliminate the contract resource/bidder from further consideration.

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| **Agency or Firm:** | Charleston County School District |
| **Street Address:** | 75, Calhoun Street, |
| **City:** | Charleston, 29401 |
| **Telephone:** | 843.937.6573 |
| **Email Address** | anita\_huggins@charleston.k12.sc.us |
| **Contact Person:** | Anita Huggins |
| **Project Description:** | Project involved assisting in the rollout of the Human Capital Data Management system and facilitate requirements input, data collection and implementation per contract and management guidance. The PALMS implementation followed a staggered approach. Some modules were reprioritized and implemented in a different phase than originally planned. The project involved working closely with the vendor team at Utah and ensuring that the design and development phases were implemented as planned and as per the district’s requirements. The enterprise system also had 2 integrations that were implemented in parallel to other modules. The end users were the District administrators, Principals, Teachers and other non teaching district personnel in 82 schools. |
| **Resource Role on Project:** | Project Manager-PALMS  Worked closely with Program Lead & provided  analytical and project support through the analysis and interpretation of data in support of cross functional business operations. Managed delivery via Waterfall method through to formal implementation & closure, risks & issues, stakeholder expectations, and client, third party & vendor relationships |
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| **Project’s Relevance to the requirements of the RFQ:** | PMP Certified, ITILV3F certified  Managed diverse teams as part of Project Management and Delivery  Resource was on State project in Charleston from 2013-2015.  Has excellent verbal and written communication skills. |