

**Common Benefit Identification Card (CBIC)  
Request for Proposal**

**Appendix E**

**Key Personnel Experience and Reference Form**

**Prepared By: Office of Temporary and Disability Assistance  
Division of Operations and Program Support  
Bureau of Information Technology**

## Key Personnel Experience and Reference Information

Offerors must complete this form for all individuals proposed to fill key personnel positions proposed in the Common Benefit Identification Card (CBIC) RFP. The references provided must be from client company(s) external to the Offeror's organization and must have direct knowledge of the candidate's experience. OTDA reserves the right to contact the staff references, or any other interested party, that can validate the relevant information provided by the Offeror.

### Candidate Information:

1. Candidate Name:
2. Proposed Title (Must coincide with information provided on the Project Team Resource Chart)
3. Candidate's Current Employer: (If the candidate is not a direct employee of the Offeror or a proposed subcontractor of the Offeror, a Letter of Intent to Accept Employment must be included per Section 4.1.2.1 of the RFP.)
4. Candidate's Education: (Using the template below, provide all relevant education)

### Candidate Education Template

Candidate Name:	
(a) Name of Institution:	
(b) Degree or Certificate Received	(c) Date of Degree or Certificate

5. Candidate's Professional Experience Template. Complete the template below for all experience.

### Candidate's Professional Experience Template

Candidate Name:	
(a) Provide the name of the Engagement or Project:	
(b) Provide the Candidate's direct employer during the Engagement or Project:	
(c) Provide the beginning and end Dates of Engagement or Project:	(d) Provide the Candidate's Job Title / Role in the Engagement or Project:
(e) Provide the name of the Client Company for the Engagement or Project:	
(f) Provide the Name of the Client Company Reference Contact. This contact must have direct knowledge of the candidate's role and performance during the engagement or project. This contact may not be an individual within the Offeror's organization.	

(g) Provide the current mailing address for the Reference Contact:
(h) Provide the current telephone number for the Reference Contact:
(i) Provide the current email address for the Reference Contact:

***\*The Offeror is responsible for ensuring that all of the addresses and telephone numbers for the Reference Contact Person are current and that the Reference Contact Person provided is available and willing to provide prompt response to OTDA inquiries.***

***\*\*If an Offeror is requesting OTDA staff to be a reference for Appendix E, forward any such requests in writing to the Primary Point of Contact identified in Section 3.4 of the RFP. This Primary Point of Contact will be the conduit between the Offeror and the individuals in OTDA and will forward such requests to the appropriate party. The appropriate party will respond back to the Offeror through the Primary Point of Contact at [otda.sm.ops.bit.rfp@nysemail.state.ny.us](mailto:otda.sm.ops.bit.rfp@nysemail.state.ny.us).***