

**Appendix F**  
**to**  
**OFM CP # 19-200 for**  
**ERP SaaS Procurement Assistance Services**  
**Staff References Template**

The Staff References Template is provided for Bidders to submit the staffing references required for its proposed Procurement Practitioner resources. Please populate the tables below with the requested information for three references per resource. One Washington will use this information during the Phase 3 of the evaluation process to contact previous clients.

**Primary Procurement Practitioner:** [Insert proposed resource name]

**Procurement Practitioner:** [Insert proposed resource name]

Provide three references for each resource using the template below:

*[[Bidder should copy this table as needed for its Response]]*

[Project Name]			
Client Name:	[Provide client organization name]		
Reference:	[Please Provide]	Title & Role:	[Please Provide]
Email:	[Please Provide]	Mailing:	[Please Provide]
Office:	[Please Provide]	Cell:	[Please Provide]
Project Description:			
[Provide a description of the project]			
Project Start Date:		Project End Date:	
Role Description:			
[Provide a description of the resources role]			