**Attachment 17**

**Qualifications Reference Sheet**

# PROPOSER INFORMATION

|  |  |
| --- | --- |
| Company Name |   |
| Name |   | Title |   |
| Address |   |
| Phone |   | Email |   |

# PROFESSIONAL REFERENCES

Please provide a minimum of five (5) references, with at least one reference corresponding to each project, to demonstrate that your organization has successfully implemented Energy Management Information Systems (EMIS) and Utility Bill Population services for no fewer than five (5) organizations within the past five (5) years.

|  |  |
| --- | --- |
| Organization Name |   |
| Contact Person |   | Title |   |
| Address |   |
| Phone |   | Email |   |
| Implementation Date |   | Number of Users |   |
| Product Implemented |   |
| Project Details |   |

|  |  |
| --- | --- |
| Organization Name |   |
| Contact Person |   | Title |   |
| Address |   |
| Phone |   | Email |   |
| Implementation Date |   | Number of Users |   |
| Product Implemented |   |
| Project Details |   |

|  |  |
| --- | --- |
| Organization Name |   |
| Contact Person |   | Title |   |
| Address |   |
| Phone |   | Email |   |
| Implementation Date |   | Number of Users |   |
| Product Implemented |   |
| Project Details |   |

|  |  |
| --- | --- |
| Organization Name |   |
| Contact Person |   | Title |   |
| Address |   |
| Phone |   | Email |   |
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|  |  |
| --- | --- |
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| Contact Person |   | Title |   |
| Address |   |
| Phone |   | Email |   |
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| Project Details |   |

|  |  |
| --- | --- |
| Organization Name |   |
| Contact Person |   | Title |   |
| Address |   |
| Phone |   | Email |   |
| Implementation Date |   | Number of Users |   |
| Product Implemented |   |
| Project Details |   |

# Five (5) Years of Relevant Business Experience:

The Proposer shall demonstrate five (5) years of relevant experience in energy management information systems, utility bill processing, or related technology solutions as of the RFP submission deadline. This requirement may be satisfied through any of the following qualifying pathways:

**Qualifying Experience Pathways:**

a) Direct Company Operations: Continuous operation as a legal business entity for five (5) years or longer in the energy management, utility data management, or facilities technology sector.

b) Key Personnel Experience: Employment of key project personnel (Project Manager, Technical Lead, or equivalent senior roles) with a minimum of five (5) years of direct experience in EMIS implementation, utility bill processing systems, or energy data management solutions.

c) Corporate Succession: Demonstration that the Proposer is a successor entity, subsidiary, or spin-off of a company with five (5) years of relevant experience, maintaining continuity of operations, personnel, and technical capabilities.

d) Parent Company Guarantee: For subsidiaries or newer entities, a corporate guarantee from a parent company with five (5) years of demonstrated experience in energy management systems or utility data processing, along with the commitment to support contract performance.

## Required Documentation:

Proposers must submit the following evidence with their proposal:

**Business Registration**

Certificate of incorporation, business license, or equivalent legal documentation showing establishment date

**Experience Portfolio**

Detailed project history demonstrating relevant experience, including client references for similar government or institutional implementations

**Personnel Qualifications**

Resumes of key personnel showing relevant experience, timelines and project involvement

**Financial Stability**

Audited financial statements for the most recent two (2) years, or parent company guarantee with supporting financial documentation

Client References

Minimum of five (5) references from clients with similar scope (100+ facilities or government/institutional energy management projects)

**Technology Credentials**

Documentation of relevant certifications, partnerships, or technical qualifications in energy management or utility data processing

The Judicial Council reserves the right to verify all submitted documentation and may request additional clarification during the evaluation process.

I declare that the foregoing information is true and understand that the persons named above may be contacted to provide additional information to verify that the information provided is correct. I furthermore understand that proposals that cannot be verified to meet the minimum qualifications will be marked as non-compliant and removed from further participation in the RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature:Name |   | Date |   |