

ATTACHMENT 15.1: PROJECT MANAGER - QUALIFICATIONS FORM

The Bidder may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience. A separate form must be completed for each project cited.

KEY STAFF QUALIFICATIONS FORM		
1	Bidder:	
2	Key Staff Name:	
3	Project Name:	
4	Name of Company for whom the Project was completed:	
5	Contact Name and Information of Proposed Staff's Reference:	
6	Staff Start Date (MM/DD/YYYY):	
7	Staff End Date (MM/DD/YYYY):	
8	Key Staff Work Schedule	☐ Full-time ☐ Part-time
9	Project Description:	
10	Contract Amount:	\$
11	Documenting instructions when a minimum number of years of experience is required. For each mandatory experience listed below, • Check "Yes" if the total years of experience was met on this referenced project; or • Check "Partial" if fewer than the total years of experience was met on this referenced	

KEY STAFF QUALIFICATIONS FORM	
	project; or • Check “No” if none of the experience was met on this referenced project. If "Partial" or "Yes" is checked, enter the years and/or months of “Experience gained on this referenced project” and describe the Key Staff’s role and responsibilities performed on the project in the “Description of services provided” field. The Bidder must ensure that each description clearly addresses how the work performed on the project meets each of the minimum qualification components of the Mandatory Experience Requirement, as defined in each of the requirements.

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
12	Mandatory (M)	Bachelor's degree If the degree is not in English, it must be accompanied by an evaluation performed by a member of the National Association of Credential Evaluation Services (NACES).	Attach Copy of Degree	N/A
	Provide a description of the work performed on the cited project and how it meets this requirement:			

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
13	Mandatory (M)	One (1) year of experience working as a project manager responsible for the delivery, maintenance, and continuous improvement of an Information Technology service or platform, creating, updating, and implementing project management plans, project schedules, business needs reports, and training plans. Experience must be from a qualifying project as defined in ATTACHMENT 15: KEY STAFF QUALIFICATIONS FORM – INSTRUCTIONS.	One (1) year (experience must be within the last seven (7) years prior to the RFP proposal due date).	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No
Provide a description of the work performed on the cited project and how it meets this requirement:				

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
14	Desirable (DS)	Points may be awarded if the proposed staff has a valid Project Management Professional (PMP) certificate*,	Attach certificate.	☐ Yes Yr. ____ Mo. ____

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
		or Agile Certified Practitioner (PMI-ACP) certificate* issued by the Project Management Institute (PMI), or a valid Certified Scrum Master (CSM) certificate* issued by Scrum Alliance. Proof of certificate - 50 points. Not to exceed 50 points.		☐ Partial Yr. ____ Mo. ____ ☐ No
	Provide a description of the work performed on the cited project and how it meets this requirement:			

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
15	Desirable (DS)	Points may be awarded for one (1) to three (3) years of experience as a Project Manager with the Bidders LIMS product proposed for this project. One (1) year - 25 points. Two (2) years - 50 points. Three (3) years - 75 points.	One (1) to three (3) years (experience must be prior to the RFP proposal due date.)	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
16	Desirable (DS)	Points may be awarded if the Project Manager has successfully completed a project for a government (city/county/state/federal) agency. One project - 25 points. Two projects - 50 points. Three or more projects - 75 points. Not to exceed 75 points.	One (1) to three (3) Projects .	☐ Yes ☐ No
Provide a description of the work performed on the cited project and how it meets this requirement:				