

ATTACHMENT 16.1: 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	<input type="checkbox"/> Full-time <input type="checkbox"/> 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, <ul style="list-style-type: none">• 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	
	<p>project; or</p> <ul style="list-style-type: none"> • Check "No" if none of the experience was met on this referenced project. <p>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.</p>

Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
12	Mandatory (M)	<p>Bachelor degree in Business Administration, Information Technology, Project Management or Computer Science</p> <p>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).</p>	Attach Copy of Degree	N/A
	Attach Copy of Degree			
Require ment	Classification	Qualifications	Total Experience Required	Experience gained on

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
Number				this cited Project
13	Mandatory (M)	Four (4) years of experience as a Project Manager on a large-scale complex IT project for a government agency (City, State, County or Federal), managing the end-to-end design, development and implementation (DDI) of software solutions.	Four (4) Years	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yr.____ Mo.____
<p>Provide a detailed description of the work performed on the cited project and how the key staff met this qualification, including each of the following. Please be as detailed as possible and cover each part of the requirement:</p> <ul style="list-style-type: none"> • Project Manager on a large-scale complex IT project for a government agency • Managing the end-to-end design, development and implementation of software solutions. 				
Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
14	Mandatory (M)	Two (2) years Managing cross-functional project teams and ensuring alignment with organizational goals, budgets, and timelines.	Two (2) Years	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yr.____

Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
				Mo. ____
	<p>Provide a detailed description of the work performed on the cited project and how the key staff met this qualification, including each of the following. Please be as detailed as possible and cover each part of the requirement:</p> <ul style="list-style-type: none"> • Managing cross-functional project teams • Ensuring alignment with organizational goals, budget and timelines 			
Require ment Numbe r	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
15	Mandatory (M)	Two (2) years developing, updating, and executing project management plans, and must have experience in managing all the following: scope, schedule, resource allocation, risk, and stakeholder communication.	Two (2) Years	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yr. ____ Mo. ____
	<p>Provide a detailed description of the work performed on the cited project and how the key staff met this qualification, including each of the following. Please be as detailed as possible and cover each part of the requirement:</p> <ul style="list-style-type: none"> • Developing, updating, and executing project management plans • Experience in managing all the following: scope, schedule, resource allocation, risk, and stakeholder communication 			
Require ment	Classification	Qualifications	Total Experience Required	Experience gained on

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
16	Mandatory (M)	Two (2) years applying standard project management methodologies and Agile, Scrum, or hybrid approaches using modern project management tools.	Two (2) Years	Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Yr.____ Mo.____
<p>Provide a detailed description of the work performed on the cited project and how the key staff met this qualification, including each of the following. Please be as detailed as possible and cover each part of the requirement:</p> <ul style="list-style-type: none"> • Applying standard project management methodologies • Applying Agile, Scrum, or hybrid approaches • Using modern project management tools 				

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
17	Mandatory (M)	Project Management Institution (PMI) Project Management Professional (PMP) certification.	Attach Certificate	N/A
Attach a copy of PMI PMP certificate.				

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
18	Desirable Scored (DS)	<p>One (1) to three (3) years of experience as the Project Manager implementing or maintaining Cannabis Licensing and Compliance system.</p> <p>. To receive DS points for this requirement, the following conditions must be met:</p> <ul style="list-style-type: none"> The Cannabis Licensing and Compliance system must have been for a government agency (City, State, County or Federal). <p>Two (2) points per year up to three (3) years of satisfactory Project Manager experience</p> <p>(2 pts. X 3 years = 6 maximum points possible.</p>	1-3 Years	<input type="checkbox"/> Yes Yr. ____ Mo. ____ <input type="checkbox"/> Partial Yr. ____ Mo. ____ <input type="checkbox"/> No
<p>Provide a description of the work performed on the cited project and how it meets this requirement:</p>				