

## ATTACHMENT 16.3: Scrum Master - 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	<b>Documenting instructions when a minimum number of years of experience is required.</b> For each mandatory experience listed below, <ul style="list-style-type: none"> <li>• Check "Yes" if the total years of experience was met on this referenced project; or</li> <li>• Check "Partial" if fewer than the total years of experience was met on this referenced</li> </ul>	

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	<p>project; or</p> <ul style="list-style-type: none"> <li>• Check “No” if none of the experience was met on this referenced project.</li> </ul> <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 Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
13	Mandatory (M)	Four (4) years of experience as a Scrum Master on a large-scale complex IT project facilitating Agile ceremonies, daily stand-ups, sprint planning, reviews, and retrospectives.	4 years	<input type="checkbox"/> Yes  Yr. ____ Mo. ____  <input type="checkbox"/> Partial Yr. ____ Mo. ____  <input type="checkbox"/> No
<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Scrum Master on a large-scale complex IT</li> <li>• Facilitating Agile ceremonies, daily stand-ups, sprint planning, reviews, <b>and</b> retrospectives.</li> </ul>				
Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
14	Mandatory (M)	Two (2) years of experience maintaining sprint velocity, goals, and ensuring a collaborative, self-organizing environment.	Two (2) years	<input type="checkbox"/> Yes  Yr. ____ Mo. ____  <input type="checkbox"/> Partial Yr. ____ Mo. ____

Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
				<input type="checkbox"/> No
	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Experience maintaining sprint velocity, goals, <b>and</b> ensuring a collaborative, self-organizing environment.</li> </ul>			
Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
15	Mandatory (M)	Two (2) years of experience partnering with Product Owners and must have experience in managing all the following: prioritize and refine backlogs, manage stakeholder expectations, and deliver increments.	Two (2) years	<input type="checkbox"/> Yes Yr. ____ Mo. ____ <input type="checkbox"/> Partial Yr. ____ Mo. ____ <input type="checkbox"/> No
	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>• Experience experience partnering with Product Owners</li> <li>• Experience in managing <b>all</b> the following: prioritize <b>and</b> refine backlogs, manage stakeholder expectations, <b>and</b> deliver increments</li> </ul>			

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
16	Desirable Scored (DS)	<p>One (1) to three (3) years of experience as the Scrum Master implementing or maintaining a 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"> <li>The Cannabis Licensing and Compliance system must have been for a government agency (City, County, State or Federal).</li> </ul> <p>Two (2) points per year up to three (3) years of Scrum Master 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><b>Provide a description of the work performed on the cited project and how it meets this requirement. Please be as detailed as possible and cover each part of the requirement:</b></p>				

Requirement Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
17	Desirable Scored (DS)	Scrum Master Certificate Total Points: 10	Attach Certificate	Not Applicable