

ATTACHMENT 16.5: Business Analyst Lead - 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,	

KEY STAFF QUALIFICATIONS FORM	
	<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 project; or • 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's degree in Business Administration, Information Technology Systems, 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 Business Analyst on a large-scale complex IT project and experience must be in a regulatory, licensing, and compliance system.	Four (4) years	<input type="checkbox"/> Yes Yr. ____ Mo. ____ <input type="checkbox"/> Partial Yr. ____ Mo. ____ <input type="checkbox"/> No
<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"> • Business Analyst on a large-scale complex IT project • Experience must be in a regulatory, licensing, and compliance system. 				
Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
14	Mandatory (M)	Two (2) years overseeing a team of business analysts and coordinating with cross-functional teams to ensure consistency and quality of analysis deliverables (e.g., business process models, user stories, use cases).	Two (2) years	<input type="checkbox"/> Yes Yr. ____ Mo. ____ <input type="checkbox"/> Partial Yr. ____ Mo. ____ <input type="checkbox"/> No

Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
		<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"> • Overseeing a team of business analysts • Coordinating with cross-functional teams to ensure consistency and quality of analysis deliverables 		
Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
15	Mandatory (M)	Two (2) years leading business analysis efforts across the full project lifecycle and must have experience in all of the following, requirements analysis, user story development, documentation, validation, and traceability.	Two (2) years	<input type="checkbox"/> Yes Yr. ____ Mo. ____ <input type="checkbox"/> Partial Yr. ____ Mo. ____ <input type="checkbox"/> No
		<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"> • Leading business analysis efforts across the full project lifecycle • Experience with requirements analysis, user story development, documentation, validation, and traceability. 		

Require ment 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 Lead Business Analyst implementing or maintaining a Cannabis Licensing and Compliance system.</p> <p>Two (2) points per year up to three (3) years of 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. Please be as detailed as possible and cover each part of the requirement:</p>				