

ATTACHMENT 16.7: Configuration 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 Information Technology, Computer Science, Information Systems Management, or Engineering.</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 Configuration Lead in a large-scale complex IT project and must have experience in managing all the following: coordinating cross functional teams (e.g. development, QA, or security, operations) to promote, deploy, and validate configuration changes across multiple environments (e.g. dev, test, staging, or prod).	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"> • Experience as a Configuration Lead in a large-scale complex IT project • Experience in managing all the following: coordinating cross-functional teams (e.g. development, QA, or security, operations) to promote, deploy, and validate configuration changes across multiple environments (e.g. dev, test, staging, or prod) 				
Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
14	Mandatory (M)	Two (2) years of experience in managing all the following: establishing and governing configuration management processes, defining standards, policies, and baselines for code, infrastructure, and 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
		configurations.		<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"> • Experience in managing all the following: establishing and governing configuration management processes, defining standards, policies, and baselines for code, infrastructure, and environment configurations 				
Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
15	Mandatory (M)	Two (2) years of experience in managing all the following: leading continuous improvement by analyzing configuration incidents, root causes, and metrics to streamline releases and reduce defects	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"> • Experience in leading continuous improvement by analyzing configuration incidents, 				

Require ment Number	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
		root causes, and metrics to streamline releases and reduce defects		

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 Senior Configuration Lead 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
	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:			