**Bidder Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Instructions

**Name ONE staff person for each of the RFP Key Personnel positions.**

Using the chart below, describe clearly and accurately how the proposed personnel meets or exceeds the specifications, addressing each and every specification. **Do not submit résumés** in lieu of completing this form. Attach additional pages if needed.

# Project Manager

The Project Manager shall be responsible for facilitating and managing the provision of services under the Contract. The Project Manager shall have the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling, and delivering of the contract deliverables. The Project Manager shall serve as the primary point of contact for the Department’s Project Manager(s) and shall be responsible for the project management activities set forth in this RFP. Responsibilities include:

* Reporting to and receiving direction from the Department
* Directing the work of the team members
* Managing the scope of the project to ensure successful completion of the contracted services and deliverables on schedule and within budget
* Utilizing the project management methodology and the Department’s best practices
* Creating and maintaining project documentation and performing the project management activities specified in the RFP
* Monitoring the project schedule and notifying the Department and appropriate parties if any changes to the schedule arise
* Ensuring that the team clearly understands the objectives of the project and that the resulting process and program meets all the business requirements
* Maintaining the project schedule, including clearly identifiable deliverables and milestones

The Project Manager shall possess the following experience:

A minimum of four (4) years of demonstrated project management experience. A valid, current PMI Project Management Professional (PMP) certification may be substituted for up to one (1) year of experience.

| **Project Manager** | |
| --- | --- |
| **Proposed Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (First, Last Name) | |
| **Specification Part 1:** A minimum of four (4) years of demonstrated project management experience. | |
| **Dates (month/year) of Proposed Staff Person’s Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of Staff Person’s roles and responsibilities on the project(s) related to this requirement:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of Staff Person’s roles and responsibilities on the project(s) related to this requirement:** |  |
| **Specification Part 2:** A valid, current PMI Project Management Professional (PMP) certification may substitute for up to one (1) year of experience. | |
| **PMP Certification Number:** |  |
| **PMP Expiration Date (month/year)** |  |

# Business Analyst Lead

The Business Analyst Lead shall be responsible for facilitating and managing the validation and refinement of the business requirements and business rules, and for the development of the functional specifications that will be used to facilitate system/software design and development. The Business Analyst Lead shall be responsible for the analysis activities set forth in this RFP. The Department will support and guide the analysis efforts and all deliverables produced as part of the analysis phase of the engagement will be reviewed by the ITS Business Analyst team.

The Business Analyst Lead shall possess the following experience:

1. A minimum of four (4) years of experience on a modernization project that included replacing a system with one that would be directly accessed by external users/stakeholders, revising business process and workflow, documenting business and system rules, and supporting the deployment to the new solution.
2. A business analysis professional designation, such as Certified Business Analysis Professional (CBAP) or PMI-PBA, is preferred but not required.

| **Business Analyst Lead** | |
| --- | --- |
| **Proposed Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (First, Last Name) | |
| **Specification A:** A minimum of four (4) years of experience on a modernization project that included replacing a system with one that would be directly accessed by external users/stakeholders, revising business process and workflow, documenting business and system rules, and supporting the deployment to the new solution. | |
| **Dates (month/year) of Proposed Staff Person’s Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of Staff Person’s roles and responsibilities on the project(s) related to this requirement:** |  |
| **Specification B:** A business analyst professional designation, such as Certified Business Analyst Professional (CBAP) or PMI-PBA, is preferred but not required. | |
| **Professional designation title:** |  |
| **Expiration date of professional designation (month/year):** |  |

# Development/Technical Lead

The Development/Technical Lead shall serve as the technical architect and/or development lead responsible for designing, documenting, and implementing the technical solution. The Development/Technical Lead ensures that solution requirements and deliverables are verified and validated at each testing phase and that the operational solution meets all system and security requirements.

The Development/Technical Lead shall possess the following experience:

1. A minimum of four (4) years of experience in a development/technical lead role using nutrition program technologies.
2. A minimum of two (2) years of experience on modernization projects that included replacing legacy systems with one that would be directly accessed by external users/stakeholders and supported the transition to the new solution.

| **Development/Technical Lead** | |
| --- | --- |
| **Proposed Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (First, Last Name) | |
| **Specification A:** A minimum of four (4) years of experience in a development/technical lead role using nutrition program technologies. | |
| **Dates (month/year) of Proposed Staff Person’s Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of staff person’s roles and responsibilities on the project(s) related to this requirement:** |  |

|  |  |
| --- | --- |
| **Specification B: A minimum of two (2) years of experience on modernization projects that included replacing legacy systems with one that would be directly accessed by external users/stakeholders and supported the transition to the new solution.** | |
| **Dates (month/year) of Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of staff person’s roles and responsibilities on the project(s) related to this requirement:** |  |

# Data Architect

The Data Architect shall be responsible for designing and implementing the system data architecture to meet all data and system requirements. The Data Architect develops complete database solutions by designing the proposed system; defines database physical structure and functional capabilities, security, backup, and recovery specifications; develops and executes data migration plans for data movement or data platform migration; and maintains database performance.

The Data Architect shall possess the following experience:

1. A minimum of four (4) years of experience designing and maintaining relational data models.
2. A minimum of four (4) years of experience designing and maintaining Extraction, Transformation, and Load (ETL) solutions.
3. A minimum of two (2) years of experience delivering data migration and conversion solutions.

| **Data Architect** | |
| --- | --- |
| **Proposed Staff Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  (First, Last Name) | |
| **Specification A:** A minimum of four (4) years of experience designing and maintaining relational data models. | |
| **Dates (month/year) of Proposed Staff Person’s Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of staff person’s roles and responsibilities on the project(s) related to this requirement:** |  |
| **Specification B:** A minimum of four (4) years of experience designing and maintaining Extraction, Transformation, and Load (ETL) solutions. | |
| **Dates (month/year) of Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of staff person’s roles and responsibilities on the project(s) related to this requirement:** |  |
| **Specification C:** A minimum of two (2) years of experience delivering data migration and conversion solutions. | |
| **Dates (month/year) of Experience:** |  |
| **Client Name(s):** |  |
| **Project(s) Name:** |  |
| **Project(s) Description (include scope):** |  |
| **Description of staff person’s roles and responsibilities on the project(s) related to this requirement:** |  |