# ATTACHMENT B10 – MAINTENANCE AND ENHANCEMENTS KEY STAFF RESUMES/STAFF QUALIFICATIONS

This Attachment comprises a form for each Key Staff and contains three (3) parts that must be completed for each proposed candidate:

**Part 1 – Résumé**

**Instructions:** Include a Résumé for all proposed M&E Services Key Staff. The template prescribes the required content and page limitation for résumés that must be submitted with Proposals in response to the RFP. This format should also be used by the successful Contractor for the duration of the Infrastructure Services Agreement.

* **Key Skills:** Enter all relevant skills.
* **Relevant Experience:** Start with the most recent experience and add as many rows to the form as necessary to fully document the claimed experience.
* **Education**: Provide education and any relevant certifications. Start with the most recent.

**Part 2 – Key Staff Minimum Qualifications Table**

**Instructions:** Complete the Staff qualifications portion of the form for each proposed Key Staff. All fields on the form must be completed, providing sufficient information to allow the Consortium to validate that the proposed Staff meet the Minimum Qualifications (MQs). A full-time equivalent (FTE) is estimated to be approximately 1,920 hours annually. FTE is also considered 35-40 hours a week.

If more than two Projects must be sited in order to satisfy the MQ, insert the additional Project and Contact Information.

The Resume Table includes Contact information. This will be used to gather the candidate’s References as directed in ***Attachment B11 – M&E Key Staff Reference.***

Each Project Description, Relevant Experience Description, and Reference Contact shall be tied together with a number, as it appears in the example (add “Project #2”, “Reference #2”, etc. as necessary). Proposed Staff may not cite full time experience gained working simultaneously on multiple Projects.

**Part 3 –Key Staff** **Minimum Qualifications Summary Table**

**Instructions:**  For every mandatory qualification, identify the proposed Staff, name of the Project that meets the MQ, start and end dates, percentage of time on the Project (100%, 50%, etc.) and the total duration in months based on the percentage of time. The information contained in this table should summarize the details provided in Part 2 – Staff Minimum Qualifications Table. Proposed Staff may not cite full-time experience gained working simultaneously on multiple Projects. Do not enter any data into the score column.

## M&E Project Manager Staff Qualifications

| **M&E PROJECT MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E PROJECT MANAGER MINIMUM QUALIFICATIONS TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of three (3) years of experience within the past ten (10) years, on a large and complex IT health and human services or health care system that is in production. | | | | | |
| **Project #1** | | | | **Contact #1** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | | **Contact #2** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period:* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 2 | A minimum of five (5) years of experience as a Project Manager or Project Director within the past (10) years being directly responsible for activities in the following Project Management knowledge areas: scope, time, cost, human resource, risk, quality, integration, and communication. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 3 | A minimum of five (5) years of experience within the past ten (10) years, supervising teams of 50 people or greater on Projects that involved large and complex IT systems. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 4 | A minimum of five (5) years of experience within the past ten (10) years building and maintaining strong working relationships with clients and key internal and external stakeholders; conveying relevant information to an executive-level audience, ensuring client is aware of progress/service status; and building credibility and fostering business-partnering relationships. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 5 | Possess and maintain a valid Project Management Institute (PMI) Project Management Professional (PMP) certification throughout the term of this Agreement. | | | | | |
| Certification / Degree Title | Certification Number | Original Grant Date | | | Expiration Date | Online Validation Link; if not available, attach a copy to the offer |
|  |  |  | | |  |  |

| **PART 3 – M&E PROJECT MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of three (3) years of experience within the past ten (10) years, on a large and complex IT health and human services or health care system that is in production. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience as a Project Manager or Project Director within the past (10) years being directly responsible for activities in the following Project Management knowledge areas: scope, time, cost, human resource, risk, quality, integration, and communication. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of five (5) years of experience within the past ten (10) years, supervising teams of 50 people or greater on Projects that involved large and complex IT systems. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 4 | Experience managing a team of 10 or more people. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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| Totals | | | | | |  |  |
| Minimum Qualification 5 | A minimum of five (5) years of experience within the past ten (10) years building and maintaining strong working relationships with clients and key internal and external stakeholders; conveying relevant information to an executive-level audience, ensuring client is aware of progress/service status; and building credibility and fostering business-partnering relationships. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 6 | Possess and maintain a valid Project Management Institute (PMI) Project Management Professional (PMP) certification throughout the term of this Agreement. | | | | | |  |
| Staff | Certification/Degree Title | | Certification Number | Original Grant Date | Expiration Date | Online Validation Link, if not available attach a copy to the offer | Pass/Fail |
|  |  | |  |  |  |  |  |

## M&E Project Management Office Lead

| **M&E PROJECT MANAGEMENT OFFICE LEAD** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
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| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
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| **PART 2 – M&E PROJECT MANAGEMENT OFFICE LEAD MINIMUM QUALIFICATIONS TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of three (3) years of experience within the past five (5) year leading a PMO in a corporate systems integrator organization, State, County, or Consortium organization. | | | | | |
| **Project #1** | | | | **Contact #1** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | | **Contact #2** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period:* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 2 | A minimum of three (3) years of experience directly responsible for supporting activities in the following Project Management knowledge areas: scope, time, cost, human resource, risk, quality, integration and communication. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 3 | Possess and maintain a valid Project Management Institute (PMI) Project Management Professional (PMP) certification throughout the term of this Agreement. | | | | | |
| Certification / Degree Title | Certification Number | Original Grant Date | | | Expiration Date | Online Validation Link; if not available, attach a copy to the offer |
|  |  |  | | |  |  |

| **PART 3 – M&E PROJECT MANAGEMENT OFFICE LEAD MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of three (3) years of experience within the past five (5) years leading a PMO in a systems integrator organization, State, County, or Consortium organization. | | | | | |
| Project | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | |  |  |  |  |  |
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| Totals | | | | |  |  |
| Minimum Qualification 2 | A minimum of three (3) years of experience directly responsible for supporting activities in the following Project Management knowledge areas: scope, time, cost, human resource, risk, quality, integration, and communication. | | | | | |
| Project | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Totals | | | | |  |  |
| Minimum Qualification 3 | Possess and maintain a valid Project Management Institute (PMI) Project Management Professional (PMP) certification throughout the term of this Agreement. | | | | |  |
| Staff | Certification/Degree Title | Certification Number | Original Grant Date | Expiration Date | Online Validation Link, if not available attach a copy to the offer | Pass/Fail |
|  |  |  |  |  |  |  |

## M&E Delivery Integration Manager Staff Qualifications

| **M&E DELIVERY INTEGRATION MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E DELIVERY INTEGRATION MANAGER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of two (2) years of experience coordinating multidisciplinary teams over various functional and technical areas in a leadership capacity on Projects that involved large and complex IT systems. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of two (2) years of experience coordinating integration services on a Project similar in size and scale to the CalSAWS. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 3 | At least two (2) years of Full-Time Equivalent (FTE) experience utilizing traditional and iterative solution delivery methodologies. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 4 | A minimum of five (5) years of experience within the past ten (10) years building and maintaining strong working relationships with clients and key internal and external stakeholders; conveying relevant information to an executive-level audience, ensuring client is aware of progress/service status; and building credibility and fostering business-partnering relationships. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E DELIVERY INTEGRATION MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of two (2) years of experience coordinating multidisciplinary teams over various functional and technical areas in a leadership capacity on Projects that involved large and complex IT systems. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of two (2) years of experience coordinating integration services on a Project similar in size and scale to the CalSAWS. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | At least two (2) years of Full-Time Equivalent (FTE) experience utilizing traditional and iterative solution delivery methodologies. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 4 | Experience managing a team of 10 or more people. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 5 | A minimum of five (5) years of experience within the past ten (10) years building and maintaining strong working relationships with clients and key internal and external stakeholders; conveying relevant information to an executive-level audience, ensuring client is aware of progress/service status; and building credibility and fostering business-partnering relationships. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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| Totals | | | | | |  |  |

## M&E Transition Manager Staff Qualifications

| **M&E TRANSITION MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E TRANSITION MANAGER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of three (3) years of experience within the past ten (10) years, performing operational transition activities on Projects involving large and complex IT systems. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | Experience within the past ten (10) years, managing the successful transition of large and complex IT systems from one (1) company or contract to another on at least two (2) separate Projects. The Transition Manager’s experience will have been for a minimum duration of three (3) months for each Project. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E TRANSITION MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of three (3) years of experience within the past ten (10) years, performing operational transition activities on Projects involving large and complex IT systems. | | | | | |
| Project | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Totals | | | | |  |  |
| Minimum Qualification 2 | Experience within the past ten (10) years, managing the successful transition of large and complex IT systems from one (1) company or contract to another on at least two (2) separate Projects. The Transition Manager’s experience will have been for a minimum duration of three (3) months for each Project. | | | | | |
| Project | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Totals | | | | |  |  |

## M&E Innovation Lead Staff Qualifications

| **M&E INNOVATION LEAD** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E INNOVATION LEAD MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience working in a leadership capacity on a health and human services or health care involving large and complex IT systems. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of five (5) years of experience working in a technical capacity responsible for evaluating technology improvements and innovations. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 3 | A minimum of two (2) years of experience developing and delivering technology Proofs of Concept or Pilot Projects. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E INNOVATION LEAD MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience working in a leadership capacity on a health and human services or health care involving large and complex IT systems. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience working in a technical capacity responsible for evaluating technology improvements and innovations. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of two (2) years of experience developing and delivering technology Proofs of Concept or Pilot Projects. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |

## M&E Enterprise Architect Staff Qualifications

| **M&E ENTERPRISE ARCHITECT** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E ENTERPRISE ARCHITECT MINIMUM QUALIFICATIONS TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years as an Enterprise Architect on Projects involving large and complex IT systems. | | | | | |
| **Project #1** | | | | **Contact #1** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | | **Contact #2** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period:* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years in architecting and building high performance systems and/or in architecting and building enterprise-scale, distributed systems on Projects involving large and complex IT systems; a portion of this experience must have been with human services systems and programs. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 3 | A minimum of five (5) years of experience within the past ten (10) years of advanced technical expertise in at least five (5) of the following technologies and technical/architecture areas:  • Web and Application Servers  • Cloud  • Customer Relationship Management (CRM)  • Customized Off-the-shelf Software (COTS)  • Service Oriented Architecture (SOA)  • Modeling skills/Unified Modeling Language (UML)  • SharePoint, Data Architecture  • Data Warehousing  • Security/Identity Management  • Mobile  • Desktop/Client Server  • Network solutions | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 4 | Hold and maintain for the curation of the contract a current certification: AWS Certified Solutions Architect. | | | | | |
| Certification / Degree Title | Certification Number | Original Grant Date | | | Expiration Date | Online Validation Link; if not available, attach a copy to the offer |
|  |  |  | | |  |  |

| **PART 3 – M&E ENTERPRISE ARCHITECT MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years as an Enterprise Architect on Projects involving large and complex IT systems. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years in architecting and building high performance systems and/or in architecting and building enterprise-scale, distributed systems on Projects involving large and complex IT systems; a portion of this experience must have been with human services systems and programs. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of five (5) years of experience within the past ten (10) years of advanced technical expertise in at least five (5) of the following technologies and technical/architecture areas:   * Web and Application Servers * Cloud * Customer Relationship Management (CRM) * Customized Off-the-shelf Software (COTS) * Service Oriented Architecture (SOA) * Modeling skills/Unified Modeling Language (UML) * SharePoint, Data Architecture * Data Warehousing * Security/Identity Management * Mobile * Desktop/Client Server * Network solutions | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 4 | Hold and maintain for the curation of the contract a current certification: AWS Certified Solutions Architect. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |

## M&E Technical Manager Staff Qualifications

| **M&E TECHNICAL MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E TECHNICAL MANAGER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years, managing a technical team of at least 20 members on a large and complex IT systems development Project. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years, managing the SDLC on maintenance and enhancement Projects that involved large and complex IT systems. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 3 | A minimum of five (5) years of experience within the past ten (10) years in the development, implementation, and management of information technology systems, including Oracle technologies, cloud architectures, business systems, server technologies, and communication technologies. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 4 | A minimum of one (1) year of experience within the past ten (10) years, on a large and complex IT System using Information Technology Infrastructure Library (ITIL) standards and framework. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E TECHNICAL MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years, managing a technical team of at least 20 members on a large and complex IT systems development Project. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years, managing the SDLC on maintenance and enhancement Projects that involved large and complex IT systems. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of five (5) years of experience within the past ten (10) years in the development, implementation, and management of information technology systems, including Oracle technologies, cloud architectures, business systems, server technologies, and communication technologies. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 4 | A minimum of one (1) year of experience within the past ten (10) years, on a large and complex IT System using Information Technology Infrastructure Library (ITIL) standards and framework. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |

## M&E Application Manager Staff Qualifications

| **M&E APPLICATION MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E APPLICATION MANAGER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years, as the application manager or lead on Projects involving large and complex IT systems in a health and human services or health care services Project. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years, managing a SDLC, including business and system requirement specification, design, development, testing, and implementation, on Projects involving large and complex IT systems. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 3 | A minimum of three (3) years of experience applying UCD processes and User Experience (UX) activities (such as usability reviews, studies, and testing) on IT Projects. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E APPLICATION MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years, as the application manager or lead on Projects involving large and complex IT systems in a health and human services or health care services Project. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years, managing a SDLC, including business and system requirement specification, design, development, testing, and implementation, on Projects involving large and complex IT systems. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of three (3) years of experience applying UCD processes and User Experience (UX) activities (such as usability reviews, studies, and testing) on IT Projects. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |

## M&E Security Manager Staff Qualifications

| **M&E SECURITY MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E SECURITY MANAGER MINIMUM QUALIFICATIONS TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience as a Security Lead directly responsible for collaborating with application development teams, technical architects, and security policy experts to define and/or implement an integrated framework of solution security architecture. | | | | | |
| **Project #1** | | | | **Contact #1** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | | **Contact #2** | | |
| *Company Name:* | | | | *Contact Name:* | | |
| *Project Name:* | | | | *Company Name:* | | |
| *Time Period:* | | | | *Phone Number:* | | |
| *Percentage of Time:* | | | | *Email:* | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 2 | A minimum of five (5) years of lead experience within the past ten (10) years developing, implementing, improving, and monitoring industry standard Security strategies, solutions, and processes on Projects involving large and complex IT systems and AWS cloud environment. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 3 | A minimum of five (5) years of experience within the past ten (10) years applying Information Security principles, methods, and techniques in the development of Project security Deliverables on Projects involving large and complex IT systems. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 4 | A minimum of five (5) years of experience assessing system data sensitivity using security categorizations (e.g., FIPS Publication 199) to identify appropriate security controls to protect Personally Identifiable Information (PII), Protected Health Information (PHI), and/or Federal Tax Information (FTI) data. | | | | | |
| **Project #1** | | | **Contact #1** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| **Project #2** | | | **Contact #2** | | | |
| *Company Name:* | | | *Contact Name:* | | | |
| *Project Name:* | | | *Company Name:* | | | |
| *Time Period:* | | | *Phone Number:* | | | |
| *Percentage of Time:* | | | *Email:* | | | |
| *Staff Role:* | | | | | | |
| *Description of relevant experience:* | | | | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | | |  | | | |
| Minimum Qualification 5 | A minimum of five (5) years of experience with systems that comply with NIST 800-53 moderate baseline. | | | | | |
| Certification / Degree Title | Certification Number | Original Grant Date | | | Expiration Date | Online Validation Link; if not available, attach a copy to the offer |
|  |  |  | | |  |  |

| **PART 3 – M&E SECURITY MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience as a Security Lead directly responsible for collaborating with application development teams, technical architects, and security policy experts to define and/or implement an integrated framework of solution security architecture. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of lead experience within the past ten (10) years developing, implementing, improving, and monitoring industry standard Security strategies, solutions, and processes on Projects involving large and complex IT systems and AWS cloud environment. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of five (5) years of experience within the past ten (10) years applying Information Security principles, methods, and techniques in the development of Project security Deliverables on Projects involving large and complex IT systems. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 4 | A minimum of five (5) years of experience assessing system data sensitivity using security categorizations (e.g., FIPS Publication 199) to identify appropriate security controls to protect Personally Identifiable Information (PII), Protected Health Information (PHI), and/or Federal Tax Information (FTI) data. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 5 | A minimum of five (5) years of experience with systems that comply with NIST 800-53 moderate baseline. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 6 | Hold an (ISC)2© Certified Information Systems Security Professional (CISSP) certification, or ISACA Certified Information Security Manager (CISM) and maintain for the duration of the contract. | | | | | |  |
| Staff | Certification/Degree Title | | Certification Number | Original Grant Date | Expiration Date | Online Validation Link, if not available attach a copy to the offer | Pass/Fail |
|  |  | |  |  |  |  |  |

## M&E Test Manager Staff Qualifications

| **M&E TEST MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E TEST MANAGER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years as Test Manager or Lead on Projects involving large and complex IT systems in a health and human services or health care services Project. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of five (5) years of experience planning, preparing for, and executing system test, UAT, and/or regression tests in compliance with a recognized standard, such as IEEE or ISO. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 3 | A minimum of five (5) years of experience with testing JAVA web-based applications, the CalSAWS Software interaction with Oracle databases, web services, and/or cloud services. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 4 | A minimum of three (3) years of experience overseeing or testing applications with multiple stakeholders/customers with varied business priorities and varying levels of experience with automation systems. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 5 | Experience testing in waterfall, agile and iterative SDLC models and mixed models (i.e., multiple SDLCs occurring concurrently. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E TEST MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years as Test Manager or Lead on Projects involving large and complex IT systems in a health and human services or health care services Project. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience planning, preparing for, and executing system test, UAT, and/or regression tests in compliance with a recognized standard, such as IEEE or ISO. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of five (5) years of experience with testing JAVA web-based applications, the CalSAWS Software interaction with Oracle databases, web services, and/or cloud services. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 4 | A minimum of three (3) years of experience overseeing or testing applications with multiple stakeholders/customers with varied business priorities and varying levels of experience with automation systems. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 5 | Experience testing in waterfall, agile and iterative SDLC models and mixed models (i.e., multiple SDLCs occurring concurrently. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |

## M&E Release Manager Staff Qualifications

| **M&E RELEASE MANAGER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E RELEASE MANAGER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years as the release manager or lead on Projects involving large and complex IT systems in a health and human services or health care services Project. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years, on Projects involving large and complex IT systems, where the Project scope included managing, planning, scheduling, and controlling CalSAWS Software builds through different stages and environments; including testing and deploying CalSAWS Software releases. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E RELEASE MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | A minimum of five (5) years of experience within the past ten (10) years as the release manager or lead on Projects involving large and complex IT systems in a health and human services or health care services Project. | | | | | |
| Project | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Totals | | | | |  |  |
| Minimum Qualification 2 | A minimum of five (5) years of experience within the past ten (10) years, on Projects involving large and complex IT systems, where the Project scope included managing, planning, scheduling, and controlling CalSAWS Software builds through different stages and environments; including testing and deploying CalSAWS Software releases. | | | | | |
| Project | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Totals | | | | |  |  |

## M&E Project Scheduler Staff Qualifications

| **M&E PROJECT SCHEDULER** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1 – RÉSUMÉ** | | | | | | | | | | |
| Contractor | |  | | | | | | | | |
| Candidate Name | |  | | | | | | | | |
| Position in the Company | |  | | | | | Length of Time in Position | |  | |
| Project Position & Responsibilities | |  | | | | | | | | |
| Skills & Qualifications for Project Position | |  | | | | | | | | |
| **Relevant Experience (Add additional tables as needed)** | | | | | | | | | | |
| Project Title |  | | | | | | | | | |
| Position Title |  | | | | | | | | | |
| Begin Date | MM/YYYY | | | End Date | | MM/YYYY | | # of Months | |  |
| Scope and Description of Responsibility |  | | | | | | | | | |
| Skills Utilized and Experience Attained |  | | | | | | | | | |
| **Education (add rows as needed)** | | | | | | | | | | |
| **Years** | **Course of Study** | | | **School** | | | | | | |
| MM/YYYY |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
|  |  | | |  | | | | | | |
| **Professional Certifications or Designations (add rows as needed)** | | | | | | | | | | |
| Certification or Designation | | | Organization | | Dates | | | | | |
|  | | |  | |  | | | | | |

| **PART 2 – M&E PROJECT SCHEDULER MINIMUM QUALIFICATIONS TABLE** | | | |
| --- | --- | --- | --- |
| Minimum Qualification 1 | At minimum of three (3) years of experience using Microsoft Project 2013 or later versions to plan, develop, maintain, and report on highly complex integrated master schedules and Work Plans for a large and complex IT System Project. | | |
| **Project #1** | | | **Contact #1** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period: (Month, Day, Year – Month, Day, Year)* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | | **Contact #2** |
| *Company Name:* | | | *Contact Name:* |
| *Project Name:* | | | *Company Name:* |
| *Time Period:* | | | *Phone Number:* |
| *Percentage of Time:* | | | *Email:* |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 2 | A minimum of two (2) years of experience managing highly complex, integrated master schedules and Work Plans using industry best practices and standards (e.g., Institute of Electrical and Electronic Engineers, Project Management Body of Knowledge, and/or Software Engineering Institute). | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |
| Minimum Qualification 3 | A minimum of two (2) years of experience with integrated and highly detailed Work Plans, utilizing Project management best practice techniques and one or more of the following technology tools to incorporate different levels of progress in customized reports: Gantt, PERT, or milestone charts. | | |
| **Project #1** | | **Contact #1** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period (Month, Day, Year – Month, Day, Year):* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| **Project #2** | | **Contact #2** | |
| *Company Name:* | | *Contact Name:* | |
| *Project Name:* | | *Company Name:* | |
| *Time Period:* | | *Phone Number:* | |
| *Percentage of Time:* | | *Email:* | |
| *Staff Role:* | | | |
| *Description of relevant experience:* | | | |
| ***Total Duration of all Projects cited to meet the MQ:*** | |  | |

| **PART 3 – M&E PROJECT SCHEDULER MINIMUM QUALIFICATIONS SUMMARY TABLE** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Minimum Qualification 1 | At minimum of three (3) years of experience using Microsoft Project 2013 or later versions to plan, develop, maintain, and report on highly complex integrated master schedules and Work Plans for a large and complex IT System Project. | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
|  | | |  |  |  |  |  |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 2 | A minimum of two (2) years of experience managing highly complex, integrated master schedules and Work Plans using industry best practices and standards (e.g., Institute of Electrical and Electronic Engineers, Project Management Body of Knowledge, and/or Software Engineering Institute). | | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |
| Minimum Qualification 3 | | A minimum of two (2) years of experience with integrated and highly detailed Work Plans, utilizing Project management best practice techniques and one or more of the following technology tools to incorporate different levels of progress in customized reports: Gantt, PERT, or milestone charts. | | | | | |
| Project | | | Start Date | End Date | Percentage of Time | Duration in Months | Score |
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|  | | |  |  |  |  |  |
| Totals | | | | | |  |  |