

Attachment 10 includes a separate form (Excel file) for each Key Staff position and contains two (2) parts that must be completed for each proposed candidate:

**Part 1 - Resume Tab**

**Instructions:** Include a Resume for all proposed Key Staff. The template prescribes the required content 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 Agreement.

**Key Staff Background:** Provide Contractor name, Key Staff name, Role of Key Staff within the Contractor organization, duration (in years) in that Role and a description of the Key Staff's role within the organization,

**Key Skills:** Provide a summary of all skills and qualifications the proposed Key Staff candidate possesses in support of the Key Staff position.

**Education/Certifications:** Provide education and any relevant certifications. Start with the most recent.

**Relevant Experience:** This section is optional. For any Projects not cited within Part 2, contractors may provide additional Projects that illustrate experience or background to support their Key Staff candidate. Start with the most recent experience and add as many rows as necessary.

**Part 2 - Key Staff Minimum Qualification Tabs (\$16 - \$18)**

**Instructions:** Complete the Staff Project qualifications portion on each of the tabs of the form (all fields with a white background). All fields on the form must be completed, providing sufficient information to allow the Consortium to validate that the proposed Staff person meets the Minimum Qualifications (MQs).

For each Project, identify the name of the Project, Project/Project Role details, Description of the relevant Project Experience, and Project Contact information.

**Project/Project Role details:** Provide the Contractor name, Project start and end dates, percentage of time on the Project (100%, 50%, etc.), and name of Role on the Project.

**Description of Relevant Experience:** Provide a description that includes sufficient detail to verify that the Key Staff role/experience on the Project is relevant the MQ definition.

**Contact Information:** Provide the name, company/org name, role, email and phone number of a Client/Customer contact for this Project. Contact Information must be provided for a Project to be considered valid.

If more than six (6) Projects must be cited in order to satisfy the MQ, insert the additional Project and Contact Information and a corresponding new summary table row.

Do not enter any data into the summary section of the tab. All summary table data will be populated from the Project details provided.

If a Project's start and/or end date is prior to the start time of the MQ or a Project does not comply with a specified Project detail, the form provides some basic "error" messaging. This messaging is informational. Contractors are responsible for the accuracy of their submissions and alignment of each Project with the details of the Minimum Qualifications (MQs).

BENEFITS CAL PRODUCT MANAGER			
PART 1 – RESUME			
Contractor	Deloitte Consulting LLP		Candidate Name Gretchen Larson
Position in the Company	Senior Manager, Product Lead	Length of Time in Position	14 months
Project Position & Responsibilities	Gretchen is a product manager working across teams to align with users' needs and provide value through clarity, simplification, and modularization to build functional and scalable products for users. In her role at Deloitte Digital, Gretchen leads cross-functional teams of researchers, designers, engineers, and Subject Matter Experts (SMEs) in the development of product scope, goals, and strategy. She oversees efforts to discover new user needs and incorporate ongoing feedback to iteratively improve products. With a design-centric mindset, she confirms input from users and stakeholders. In her capacity as a Product Manager, Gretchen monitors and contributes to the prioritization of enhancements and manages the product backlog.		
Skills & Qualifications for Project Position	Gretchen exceeds all skills, qualifications, and requirements for this project position. She has over five years of technical and functional product management experience, serving in product manager-type roles across the public sectors. She has overseen efforts to discover new user needs and incorporate ongoing feedback to iteratively improve products over time. She is experienced in UX design and managing both technical and design teams. Gretchen confirms that User-Centered Design (UCD) processes and User Experience (UX) methodologies are applied in the product development cycle and that input from users and other stakeholders is included in UCD activities throughout the design and development process. Gretchen can identify and proactively bring forward solutions that provide the most efficient and effective engagement of users, streamline service delivery, and bring the most value to users. She prioritizes enhancements to create the most value and align with the overall product vision. Gretchen has over 13 years of technology consulting experience in leading, planning, and implementing strategic solutions for critical IT applications.		
Education (add rows as needed)			
Start	End	Degree / Course of Study	School
8/1/2008	5/1/2011	BA Economics	University of Virginia
8/1/2008	5/1/2011	BA History	University of Virginia
Professional Certifications or Designations (add rows as needed)			
Certification or Designation	Organization	Dates	
Project Management Professional (PMP)	Project Management Institute	12/1/2018	
Interaction Design Capstone Project	Coursera, UC San Diego	11/1/2016	
Digital Product Management: Modern Fundamentals	Coursera, University of Virginia	7/26/2024	

Additional Relevant Experience (Add additional tables as needed)					
Project Title #1					
Position Title					
Begin Date		End Date		# of Months	
Scope and Description of Responsibility					
Skills Utilized and Experience Attained					
Project Title #2					
Position Title					
Begin Date		End Date		# of Months	
Scope and Description of Responsibility					
Skills Utilized and Experience Attained					

PART 2 – PRODUCT MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE				
Contractor -	Deloitte Consulting LLP		Candidate Name -	Gretchen Larson
Minimum Qualification - S16	Bachelor's Degree in relevant disciplines such as Computer Science, Information Technology, Engineering, Business Administration, or relevant certification from a similar program such as Product Management.			
Certification/Degree Title	Certification Number	Original Grant Date	Expiration Date	Online Validation Link, if not available attach a copy to the offer
Bachelor of Arts in Economics, University of Virginia		2011		
Digital Product Management: Modern Fundamentals, Coursera, University of Virginia		7/26/2024		<a href="https://coursera.org/verify/S_QW_KV5QM_PN96">coursera.org /verify/S QW KV5QM PN96</a>

PART 2 – PRODUCT MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE					
Contractor -	Deloitte Consulting LLP		Candidate Name - Gretchen Larson		
Minimum Qualification - S17	A minimum of five (5) years of experience in technical or technical-related product launch and or management.				
Project Name	Start Date	End Date	Percentage of Time	Duration in Months	Project Value
ECO (Energy Credits Online)□	2/1/2023	7/30/2024	100%	18.0	18.0
Credentialing & Continuing Education Services, Army IgnitED	5/20/2019	1/30/2023	100%	44.3	44.3
Alberta Energy Regulator, OneStop	8/27/2018	5/17/2019	100%	8.7	8.7
CMTARS (Content Management, Tracking, and Reporting System)	2/8/2016	8/26/2018	100%	30.6	30.6
			0%	0.0	0.0
			0%	0.0	0.0
Totals				101.6	101.6

PART 2 – PRODUCT MANAGER MINIMUM QUALIFICATIONS PROJECT DETAILS					
Minimum Qualification - S17	A minimum of five (5) years of experience in technical or technical-related product launch and or management.				
Project #1			Contact		
Company Name:			Contact Name & Role:		
Project Name:	ECO (Energy Credits Online)□		Company/Org Name:		
Start Date (MM/DD/YYYY):	2/1/2023	End Date (MM/DD/YYYY):	7/30/2024	Phone Number:	
Staff Role:	Digital Product Lead	Percentage of Time:	100%	Email:	
Description of relevant experience:	<p>Gretchen served as the Digital Product Lead of a large design and development team through the elaboration, design, build, delivery, and maintenance stages of a new online tax credits systems serving tens of thousands of taxpayers. Gretchen directs a team of product managers, requirements elaboration managers, and designers to define and document system requirements, product road maps, create user stories, and manage the build of the tool through the agile development life cycle with the development and testing teams. Gretchen manages the cross functional relationships among functional, development, testing, and client teams to ensure coordinated delivery of the product vision and road map.</p>				

Project #2				Contact	
Company Name:				Contact Name & Role:	
Project Name:				Company/Org Name:	
Start Date:	5/20/2019	End Date:	1/30/2023	Phone Number:	
Staff Role:	Product Lead	Percentage of Time:	100%	Email:	
Description of relevant experience:	<p>Gretchen was the Product Lead on a large design and development team through the discovery, design, build, delivery, and maintenance stages of a new scholarship award and payment management system. She directed a team of product managers and designers to define and document system requirements, product road maps, generate personas and user stories, develop a design system, and manage the build of the tool through the agile development life cycle with the development and testing teams. Gretchen managed the cross functional relationships among functional, development, testing, and client teams to ensure coordinated delivery of the product vision and road map.</p>				

  

Project #3				Contact	
Company Name:				Contact Name & Role:	
Project Name:	Alberta Energy Regulator			Company/Org Name:	
Start Date:	8/27/2018	End Date:	5/17/2019	Phone Number:	
Staff Role:	Technical/Product Lead	Percentage of Time:	100%	Email:	
Description of relevant experience:	<p>Gretchen served as the technical/product lead and managed team of six software developers in delivering new business process features, front end UX changes, and GIS integrations to an existing regulatory web application. She worked to define the requirements into technical specifications and also led the training effort to deliver solutions on a new middleware platform.</p>				

  

Project #4				Contact	
Company Name:				Contact Name & Role:	
Project Name:	CMTARS (Content Management, Tracking, and Reporting)			Company/Org Name:	
Start Date (MM/DD/YYYY):	2/8/2016	End Date:	8/26/2018	Phone Number:	
Staff Role:	Technical Product Lead	Percentage of Time:	100%	Email:	
Description of relevant experience:	<p>Gretchen served as the technical product lead of a team of seven developers tasked with delivery and maintenance of a Case Management system. As the technical product lead, Gretchen was responsible for defining the requirements for front end pages and implementing business process logic in the middle-ware layer for a new document and case management and reporting application. The application supported 12 different user groups of application types each with unique screens and work flows. She addressed end user input by incorporating changes into both the product releases and product backlog. She also provided direct support to end-users of the product.</p>				

Project #5				Contact	
Company Name:				Contact Name & Role:	
Project Name:				Company/Org Name:	
Start Date (MM/DD/YYYY):		End Date:		Phone Number:	
Staff Role:		Percentage of Time:		Email:	
Description of relevant experience:					
Project #6				Contact	
Company Name:				Contact Name & Role:	
Project Name:				Company/Org Name:	
Start Date (MM/DD/YYYY):		End Date:		Phone Number:	
Staff Role:		Percentage of Time:		Email:	
Description of relevant experience:					

PART 2 – PRODUCT MANAGER MINIMUM QUALIFICATIONS SUMMARY TABLE					
Contractor -	Deloitte Consulting LLP		Candidate Name - Gretchen Larson		
Minimum Qualification - S18	A minimum of three (3) years serving as a Product Manager or like role with familiarity in working with public sector services and enterprises.				
Project Name	Start Date	End Date	Percentage of Time	Duration in Months	Project Value
(Energy Credits Online)□	2/1/2023	7/30/2024	100%	18.0	18.0
Credentialing & Continuing Education Services, □	5/20/2019	1/30/2023	100%	44.3	44.3
Alberta Energy Regulator, □	8/27/2018	5/17/2019	100%	8.7	8.7
CMTARS (Content Management, Tracking, and Reporting System)	2/8/2016	8/26/2018	100%	30.6	30.6
			0%	0.0	0.0
			0%	0.0	0.0
Totals				101.6	101.6

PART 2 – PRODUCT MANAGER MINIMUM QUALIFICATIONS PROJECT DETAILS					
Minimum Qualification - S18	A minimum of three (3) years serving as a Product Manager or like role with familiarity in working with public sector services and enterprises.				
Project #1			Contact		
Company Name:	□		Contact Name & Role:	□	
Project Name:	ECO (Energy Credits Online)□		Company/Org Name:	□	
Start Date (MM/DD/YYYY):	2/1/2023	End Date (MM/DD/YYYY):	7/30/2024	Phone Number:	□
Staff Role:	Digital Product Lead	Percentage of Time:	100%	Email:	□
Description of relevant experience:	Gretchen served as the Digital Product Lead of a 100+ person design and development team through the elaboration, design, build, delivery, and maintenance stages of two new financial credits systems. Gretchen directs a team of product managers, requirements elaboration managers, and designers to define and document system requirements, product road maps, create user stories, and manage the build of the tool through the agile development life cycle with the development and testing teams. Gretchen manages the cross functional relationships among functional, development, testing, and client teams to ensure coordinated delivery of the product vision and road map.				
Project #2			Contact		
Company Name:	□		Contact Name & Role:	□	
Project Name:	Credentialing & Continuing Education Services, □		Company/Org Name:	□	
Start Date:	5/20/2019	End Date:	1/30/2023	Phone Number:	□
Staff Role:	Product Lead	Percentage of Time:	100%	Email:	□
Description of relevant experience:	Gretchen was the Product Lead on a large design and development team through the discovery, design, build, delivery, and maintenance stages of a new scholarship award and payment management system. She directed a team of product managers and designers to define and document system requirements, product road maps, generate personas and user stories, develop a design system, and manage the build of the tool through the agile development life cycle with the development and testing teams. Gretchen managed the cross functional relationships among functional, development, testing, and client teams to ensure coordinated delivery of the product vision and road map.				



Project #3				Contact	
Company Name:	[REDACTED]			Contact Name & Role:	[REDACTED]
Project Name:	Alberta Energy Regulator, [REDACTED]			Company/Org Name:	Alberta Energy Regulator
Start Date:	8/27/2018	End Date:	5/17/2019	Phone Number:	[REDACTED]
Staff Role:	Technical/Product Lead	Percentage of Time:	100%	Email:	[REDACTED]
Description of relevant experience:	Gretchen served as the technical/product lead and managed team of six software developers in delivering new business process features, front end UX changes, and GIS integrations to an existing regulatory web application. She worked to define the requirements into technical specifications and also led the training effort to deliver solutions on a new middleware platform.				

  

Project #4				Contact	
Company Name:	[REDACTED]			Contact Name & Role:	[REDACTED]
Project Name:	[REDACTED], CMTARS (Content Management, Tracking, and Reporting)			Company/Org Name:	[REDACTED]
Start Date (MM/DD/YYYY):	2/8/2016	End Date:	8/26/2018	Phone Number:	[REDACTED]
Staff Role:	Technical/Product Lead	Percentage of Time:	100%	Email:	[REDACTED]
Description of relevant experience:	Gretchen served as the technical/product lead of a team of seven developers tasked with delivery and maintenance of a Case Management system. As the technical/product lead, Gretchen was responsible for defining the requirements for front end pages and implementing business process logic in the middle-ware layer for a new document and case management and reporting application. The application supported 12 different user groups of application types each with unique screens and work flows. She addressed end user input by incorporating changes into both the product releases and product backlog. She also provided direct support to end-users of the product.				

  

Project #5				Contact	
Company Name:				Contact Name & Role:	
Project Name:				Company/Org Name:	
Start Date (MM/DD/YYYY):		End Date:		Phone Number:	
Staff Role:		Percentage of Time:		Email:	
Description of relevant experience:					

  

Project #6				Contact	
Company Name:				Contact Name & Role:	
Project Name:				Company/Org Name:	
Start Date (MM/DD/YYYY):		End Date:		Phone Number:	
Staff Role:		Percentage of Time:		Email:	
Description of relevant experience:					