

ATTACHMENT 16.1: ENGAGEMENT DIRECTOR QUALIFICATIONS FORM

ENGAGEMENT DIRECTOR QUALIFICATIONS FORM

The Bidder may cite no more than five (5) projects to meet the total experience required for each mandatory qualification and, if applicable, desirable qualifications. The Bidder may use multiple projects to meet the total experience required for each mandatory experience. A separate form must be completed for each project cited. Experience must have occurred within twelve (12) years of the solicitation release date for all projects. The reference contact on this form must be the same as the reference on the corresponding key staff qualification form.

ENGAGEMENT DIRECTOR QUALIFICATIONS FORM		
1	Bidder:	
2	Key Staff Name:	
3	Staff's Referenced Project Name:	
4	Company Name (of staff's reference):	
5	Contact Name, Email Address and Telephone Number (of Staff's Reference):	
6	Staff Start Date (MM/DD/YYYY):	
7	Staff End Date (MM/DD/YYYY):	
8	Staff Work Schedule:	☐ Full-time ☐ Part-time
9	Project Description:	
10	Contract Amount:	\$

11	Documenting instructions when a minimum number of years of experience is required. For each mandatory or desirable experience listed below, • Check “Yes” if the total years of experience was met on this referenced project; or • Check “Partial” if fewer than the total years of experience was met on this referenced project; or • Check “No” if none of the experience was met on this referenced project. Enter the corresponding amount of time including a description of Key Staff’s roles and responsibilities on the project being used as reference.
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#	Classification	Qualifications	Total Experience Required	Experience gained on this cited Project
12	Mandatory (MQ#1)	The Engagement Director/ Executive shall have five (5) years of direct project oversight and authority over ongoing relationships with clients where the firm has implemented enterprise solutions in excess of \$10M.	5 Years	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

	Provide a description of the work performed on the cited project and how it meets this requirement:			
13	Mandatory (MQ#2)	The Engagement Director/ Executive shall have ten (10) years of experience in professional services, development, client support or project management.	10 Years	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

Provide a description of the work performed on the cited project and how it meets this requirement:

14	Desired (DQ#1)	One (1) or more additional years in direct project oversight and authority over ongoing relationships with clients where the firm has implemented enterprise solutions in excess of \$10M. Only include years beyond the 'Total Experience Required' under MQ #1. One (1) year = 35 points up to a maximum of 175 points. <i>Only include years beyond the 'Total Experience Required' under MQ #1.</i>	1+ Years Up to five (5) additional years	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No
	Provide a description of the work performed on the cited project and how it meets this requirement:			