

ATTACHMENT 16.2: PROJECT MANAGER QUALIFICATIONS FORM

PROJECT MANAGER 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.

PROJECT MANAGER 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 cited project; or • Check “Partial” if fewer than the total years of experience was met on this cited project; or • Check “No” if none of the experience was met on this cited 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 Project Manager shall possess and maintain a valid Project Management Institute (PMI) Project Management Professional (PMP) certification throughout the term of this Agreement.	Attach Copy of Certification	N/A
Provide a Copy of Certification:				
13	Mandatory (MQ#2)	The Project Manager shall have two (2) years of Full-Time Equivalent (FTE) experience as the Project Manager on a system integration Project with a minimum value of \$10M.	2 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	Mandatory (MQ#3)	The Project Manager shall have five (5) years of FTE experience as the Project manager for software implementation projects with a minimum value 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:				
15	Mandatory (MQ#4)	The Project Manager shall have five (5) years of FTE experience working with state, local, or federal government entities.	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:				
16	Desired (DQ#1)	The Project Manager shall have experience in project management for at least one (1) year that includes: i. regulatory contact management, ii. information submission, iii. data management, iv. business rule configuration, or v. GIS components. One (1) year = 35 points up to a maximum of 175 points.	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:			
17	Desired (DQ#2)	The Project Manager shall have at least one (1) year of experience in a Project Manager role on an Information Technology State of California Project. One (1) year = 35 points up to a maximum of 175 points.	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:			