

ATTACHMENT 16.6: TRAINING LEAD QUALIFICATIONS FORM

TRAINING LEAD 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.

TRAINING LEAD 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
1 2	Mandatory (MQ#1)	The Training Lead shall have at least five (5) years of experience developing and leading training program(s) for completed technology implementations.	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:				

1 3	Mandatory (MQ#2)	The Training Lead shall have at least five (5) years of experience designing and creating user guides as well as training materials and FAQs needed for a project that has 10,000+ users.	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:			
1 4	Desired (DQ# 1)	One (1) or more additional years of experience developing and leading training program(s) for completed technology implementations. 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:			

1 5	Desired (DQ#2)	One (1) or more additional years of experience designing and creating user guides as well as training materials and FAQs needed for a project that has 10,000+ users. One (1) year = 35 points up to a maximum of 175 points. <i>Only include years beyond the 'Total Experience Required' under MQ #2.</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:			