

Template E

Staff Experience

Including Response Template

Instructions for RFP Response

RFP #: 03410-128-14

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1. Staff Experience

The Vendor must provide a completed Staff Experience reference form (see Table 1) for each proposed Key Vendor Project Personnel as indicated in Section 2.5.10.2.1, Table 10 (includes both the Vendor and Subcontractor staff).

Instructions: For each project experience listed, indicate the client name and client contact information, whether the project was for a public sector agency, project name, start and end dates the team member performed the role, duration of the experience and whether the project included Design, Development and Implementation (DDI) services and Maintenance and Operations (M&O). The Vendor may duplicate Table 1 in its entirety, once each per Key Vendor Project Personnel.

Respondents are not to change any of the completed cells in the following table. Any changes to the completed cells in the following table could lead to the disqualification of a respondent.

Table 1 Staff Experience

Team Member Name:					
Description of Skill Sets and Experience					
Proposed Project Role for RFP #: 03410-128-13:				Subcontractor (Y/N)?	
Years Experience in Role:					
REFERENCES					
REFERENCE 1					
Client Name					
Client Point of Contact					
Client Address					
Client Phone					
Client Email					
# of Employees		Public Sector (Y/N)?		Project Name and Description	
Date/Duration of Staff Involvement		Start (MM/YYYY)		End (MM/YYYY)	
DDI (Y/N)?		M&O (Y/N)?			
Staff Role on the Project					
REFERENCE 2					
Client Name					
Client Point of Contact					
Client Address					
Client Phone					
Client Email					

# of Employees		Public Sector (Y/N)?		Project Name and Description	
Date/Duration of Staff Involvement	Start (MM/YYYY)			End (MM/YYYY)	
DDI (Y/N)?		M&O (Y/N)?			
Staff Role on the Project					
REFERENCE 3					
Client Name					
Client Point of Contact					
Client Address					
Client Phone					
Client Email					
# of Employees		Public Sector (Y/N)?		Project Name and Description	
Date/Duration of Staff Involvement	Start (MM/YYYY)			End (MM/YYYY)	
DDI (Y/N)?		M&O (Y/N)?			
Staff Role on the Project					
INDIVIDUAL QUALIFICATIONS					
Certifications (if applicable)					
PMI/PMP	Member ID#:				
	Earned Date:			Expiration Date:	
Other	Member ID#:				
	Earned Date:			Expiration Date:	

2. Resumes

Instructions: The Vendor must complete Table 2 and attach resumes of all proposed Key Project Personnel to this section of the Proposal. Each person identified in Section 1 of this template should be included in this section.

Each resume must demonstrate experience germane to the position proposed. Resume should include work on projects cited under the Vendor’s corporate experience, and the specific functions performed on such projects.

Table 2 List of Resumes

NAME	PROPOSED ROLE	EXPERIENCE IN PROPOSED ROLE
COLLABORATION		
The Vendor (Prime only) must provide evidence that the Vendor’s proposed team has a proven track record of successful collaboration in the past, preferably in the area of health and human services.		
Description of Proposed Team’s Track Record of Successful Collaboration with each other:		
<Response>		