

ATTACHMENT 17: KEY STAFF QUALIFICATIONS FORM – INSTRUCTIONS

The Bidder must complete KEY STAFF QUALIFICATION FORMS (Attachments) for each proposed key staff used to meet the minimum experience required for this project. For the purposes of this Contract, the term “Key Staff” refers to Contractor staff roles deemed by CDPH to be essential to the Contractor’s satisfactory performance of the requirements contained in this Contract. All key staff will be available through all implementation phases. A separate Attachment must be completed for each project used to meet the minimum mandatory requirements for each key staff.

KEY STAFF QUALIFICATION FORMS will be used by the State to evaluate key staff’s qualifications. The Bidder must specify the required experience in the pertinent row for each requirement in the KEY STAFF QUALIFICATION FORMS. Use additional Attachments as needed to complete each response. The State may contact references listed on the KEY STAFF QUALIFICATION FORMS to verify the information provided by the Bidder. Any conflicting information may result in the bid being deemed non-responsive.

"Project" is defined as an individual effort or contract where the key staff played a role on the cited contract.

All dates must be in MM/DD/YYYY format.

All experience must have occurred in the continental United States of America (USA) within the last ten (10) years prior to the RFP release date.

Any proposed Key Staff replacement must possess experience which meets the corresponding Key Staff mandatory requirements of this Agreement and the desirable requirements met by the Key Staff being replaced. The Contractor shall ensure all Key Staff roles remain staffed with contractor resources throughout the duration of this Contract. Non-key staff, also referred to as Additional Staff, shall meet all Non-Key Staff Qualifications throughout the duration of this Contract..

Contact person for staff’s references must not be an employee of the CDPH Centralized Applications Branch. The reference contact name(s) must be a representative of the company for which the project was developed. References from another contractor or contracting company are not acceptable.

Box 1, Bidder: Provide the company name of the Bidder submitting the proposal.

Box 2, Key Staff Name: Provide the name of the Bidder’s proposed key staff for the CAB Online project.

Box 3, Staff’s Referenced Project Name: Provide the project name for key staff’s referenced project.

Box 4, Company Name of key staff’s reference: Provide the company name of the key staff’s reference.

Box 5, Contact Information of key staff's reference: Identify the contact information for whom the project was completed. Enter the name, title, email address, and telephone number for the reference contact for the project. By submitting a proposal, the Bidder declares that the reference person identified is/was employed by the company identified in box 4. This reference must be the same person identified in the Attachment's corresponding KEY STAFF REFERENCE. This person must have been:

- In a management or supervisory role for the project.
- Not from another contractor or contracting company.
- Not be an employee of the bidding company.
- Not be an employee of CDPH Center for Health Care Quality (CHCQ).

Provide the name of the individual from the company that received services from the key staff. Employee references are not acceptable.

Boxes 6 and 7, Staff Start Date and End Date: Provide the start and end dates the key staff worked on the cited project using MM/DD/YYYY format. For projects that are currently ongoing, experience will be calculated only for the work performed up to the solicitation due date.

Box, 8, Project Description: Provide a brief description of the nature of the Bidder's cited project. The description should include those elements that are similar to the State's project as described in the solicitation.

Box 9, Project Contract Amount: Provide the dollar amount in currency format of the project contract value in US dollars.

Box 10, Instructions for documenting the years of experience gained from the project cited.

Note: It is the Bidder's responsibility to ensure that each minimum experience requirement is met in full and addressed in the staff qualification forms in order for the State to determine compliance with the requirements. If the State cannot determine that the years of experience for each of the minimum experience requirements has been met, the Bidder's proposal may be deemed non-response. 

Note: Bidders may convert Attachments 14-18 to Word as long as the contents remain the same.