

ATTACHMENT 17.25: ORGANIZATIONAL CHANGE MANAGEMENT LEAD - QUALIFICATIONS FORM

The Bidder may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience. A separate form must be completed for each project cited.

QUALIFICATIONS FORM	
1	Bidder:
2	Key Staff Name:
3	Key Staff's Referenced Project Name:
4	Company Name (of key staff's reference):
5	Contact Name, Title, Email Address and Telephone Number (of Staff's Reference):
6	Key Staff Start Date (MM/DD/YYYY):
7	Key Staff End Date (MM/DD/YYYY):
8	Project Description:
9	Project Contract Amount:
10	For each mandatory experience and, if applicable, desirable experience listed below, check "Yes" if the total years of experience was met on this referenced project; check "No" if none of the experience was met on this referenced project; or check "Partial" if fewer than the total years of experience was met on this referenced project. If partial or total experience was met (checked), enter the years and/or months of "Experience gained on this referenced project" and describe the Staff's role and responsibilities performed on the project in the "Description of services provided" field.

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
11	M	Seven (7) years of experience in Organizational Change Management.	7 Years	Yes ☐
				No ☐
				Partial ☐
				Yr.____ Mo.____
Description of services provided:				

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
12	M	Four (4) years of experience as an Organizational Change Management Lead.	4 Years	Yes ☐
				No ☐
				Partial ☐
				Yr.____ Mo.____
Description of services provided:				

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
13	M	Three (3) years of experience in assessing stakeholder expectations, and designing,	3 Years	Yes ☐

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
		facilitating, and delivering stakeholder communication and training.		No ☐ Partial ☐ Yr.____ Mo.____
	Description of services provided:			

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
14	M	ADKAR, Prosci, or other advanced change management certification.	Attach Certificate	N/A
Attach a copy of the certificate:				

Number	Classification	Desirable Experience	Total Experience Required	Experience gained on this cited Project
15	DS	One (1) to two (2) years of experience as an Organizational Change Management implementing or maintaining a public sector system. Five (5) points per year up to two (2) years of satisfactory OCM experience. To receive DS points for this requirement, the following conditions must be	1- 2 Years	Yes ☐ No ☐ Partial ☐ Yr.____ Mo.____

Number	Classification	Desirable Experience	Total Experience Required	Experience gained on this cited Project
		met: The public sector system must be for a federal, state, county or city government with a population greater than 1,000,000 people. 5 pts. X 2 years = 10 maximum points possible.		
Description of services provided:				