

ATTACHMENT 17.7: LEAD BUSINESS ANALYST - 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 key 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	A minimum of five (5) years of experience in business analytics and leading a team of business analysts to develop, manage, and validate that business functional requirements are met, and associated processes are in place for full performance operations.	5 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	A minimum of two (2) years of experience in leading geographically distributed virtual teams.	2 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	A minimum of three (3) years' experience producing business	3 Years	Yes ☐

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
		intelligence artifacts.		No ☐ Partial ☐ Yr.____ Mo.____
Description of services provided:				

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
14	M	A minimum of five (5) years of experience in developing solutions and solution alternatives, to allow the business to make informed decisions, including cost, timing, and strategic alternative estimates.	5 Years	Yes ☐ No ☐ Partial ☐ Yr.____ Mo.____
Description of services provided:				

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
15	M	A minimum of one Active Certified Business Analysis Professional (CBAP) certificate or equivalent BA certificate.	Attach Certificate	N/A

Number	Classification	Mandatory Experience	Total Experience Required	Experience gained on this cited Project
	Attach a copy of the certificate:			

Number	Classification	Desirable Experience	Total Experience Required	Experience gained on this cited Project
16	DS	One (1) to three (3) years of experience as the Lead Business Analyst implementing or maintaining a public sector system. Five (5) points per year for up to three (3) years of satisfactory Lead Business Analyst experience. To receive DS points for this requirement, the following conditions must be 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 3 years = 15 maximum points possible.	1-3 Years	Yes ☐ No ☐ Partial ☐ Yr.____ Mo.____
	Description of services provided:			

Number	Classification	Desirable Experience	Total Experience Required	Experience gained on this cited Project