

ATTACHMENT 16.5: SENIOR BUSINESS ANALYST QUALIFICATIONS FORM

SENIOR BUSINESS ANALYST 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 ten (10) years of the Phase 1 Proposal response due date for all projects, **unless otherwise stated**. The reference contact on this form must be the same as the reference on the corresponding key staff qualification form.

SENIOR BUSINESS ANALYST 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
12	Mandatory (MQ#1)	The Senior Business Analyst shall have ten (10) years of experience in the last fifteen (15) years as the functional lead on completed implementations of enterprise technology solutions with a minimum value of \$10M+ including leading and developing as-is/to-be business process analyses & mapping, documenting Business Process Re-engineering (BPR), and performing gap analyses involving business analysis experience leading, coordinating, planning, and communicating all aspects of the Software Development Life Cycle (SDLC) from requirements elicitation through deployment of a cloud-based Software as a Service (SaaS) solution.	10 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:			
13	Mandatory (MQ#2)	The Senior Business Analyst shall have ten (10) years in the last fifteen (15) years of Agile or iterative / incremental software development methodology experience in enterprise technology solutions with a minimum value of \$10M+.	10 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:			
14	Mandatory (MQ#3)	The Senior Business Analyst shall have ten (10) years in the last fifteen (15) years of evaluating business processes, workflows, and requirements, and documenting migration activities on technology solutions with a minimum value of \$10M+.	10 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:			

15	Desired (DQ#1)	One (1) or more additional years of experience as a functional lead on enterprise technology solutions with a minimum value of \$10M+ leading and developing as-is/to-be business process analyses & mapping, documenting Business Process Re-engineering (BPR), and performing gap analyses involving business analysis experience leading, coordinating, planning, and communicating all aspects of the Software Development Life Cycle (SDLC) from requirements elicitation through deployment of a cloud-based Software as a Service (SaaS) solution. One (1) year = 10 points up to a maximum of 50 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:			

16	Desired (DQ#2)	One (1) or more years of experience with the Salesforce technology to be implemented in the proposed solution. One (1) year = 10 points up to a maximum of 50 points.	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:			
17	Desired (DQ#3)	One (1) or more years of experience with State of California business processes and workflows. One (1) year = 10 points up to a maximum of 50 points.	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:			