

January 14, 2026

ATTACHMENT 16.4: SENIOR SOFTWARE SOLUTIONS ARCHITECT QUALIFICATIONS FORM

SENIOR SOFTWARE SOLUTIONS ARCHITECT 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 SOFTWARE SOLUTIONS ARCHITECT 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:	\$

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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	Qualification	Total Experience Required	Experience gained on this cited Project
12	Mandatory (MQ#1)	The Senior Software Solutions Architect shall have seven (7) years of full-time experience data architecting enterprise solutions in a lead role on complex information technology project(s) with a minimum contract value of at least ten million \$10M+, implementing, integrating, and managing a cloud-based SaaS solution with and 10,000+ users and with the Salesforce technology to be implemented in the proposed solution (e.g., providing technical leadership to a team throughout the project lifecycle, reviewing and validating solution designs from other team members,	7 Years	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

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		performing design and debug activities for multiple systems, process improvement, solution development, and performance analysis on solutions).		
	Provide a description of the work performed on the cited project and how it meets this requirement:			
13	Mandatory (MQ#2)	The Senior Software Solutions Architect shall have five (5) years of experience in a Solution Architect role on a complex information technology project(s) with a contract value of at least ten million (\$10M) involving stakeholder groups both internal and external to the organization in at least five (5) business programs or functional areas which include: (a) data management, (b) case management, (c) implementing a cloud solution, and (d) at least one of the following additional functions:	5 Years	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

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		i. Data Submission ii. Entity Management iii. Reporting Management		
	Provide a description of the work performed on the cited project and how it meets this requirement:			
14	Mandatory (MQ#3)	The Senior Software Solutions Architect shall possess and maintain Enterprise Architecture Certification in one or more industry-leading architecture framework(s).	Attached Copy of Certification	N/A
	Provide a copy of the Certification:			
15	Mandatory (MQ#4)	The Senior Software Solutions Architect shall have five (5) years of implementing and maintaining enterprise-level ECM platforms such as DocuEdge, Documentum, Hyland OnBase or equivalent ECM platforms.	5 Years	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

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	Provide a description of the work performed on the cited project and how it meets this requirement:			
16	Mandatory (MQ#5)	The Senior Software Solutions Architect shall have five (5) years of experience in integrating the ECM process with a customized SaaS solution.	5 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#1)	One (1) or more additional years of experience architecting and designing enterprise software solutions with a minimum value of \$10M+ and 10,000+ users. 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

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		<i>Only include years beyond the 'Total Experience Required' under MQ #1.</i>		
	Provide a description of the work performed on the cited project and how it meets this requirement:			
18	Desired (DQ#2)	One (1) or more additional years of experience in a Solution Architect role on a complex information technology project(s) with a contract value of at least ten million (\$10M) involving stakeholder groups both internal and external to the organization in at least five (5) business programs or functional areas which include: (a) data management, (b) case management, (c) implementing a cloud solution, and (d) at least one of the following additional functions:	1+ Years Up to five (5) additional years.	☐ Yes Yr. ____ Mo. ____ ☐ Partial Yr. ____ Mo. ____ ☐ No

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		i. Data Submission ii. Entity Management iii. Reporting Management One (1) year = 10 points up to a maximum of 50 points. <i>Only include years beyond the 'Total Experience Required' under MQ #2.</i>		
	Provide a description of the work performed on the cited project and how it meets this requirement:			
19	Desired (DQ#3)	One (1) or more years of experience with cloud technologies in an architecture and/or infrastructure role. 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

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	Provide a description of the work performed on the cited project and how it meets this requirement:			
20	Desired (DQ#4)	One (1) or more years of experience with role-based access management to ECM documents, data/ document privacy and security standards. 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:			