Proposer shall complete this form per the instructions below and include it within Section 7 of the Technical Proposal as a PDF. To clarify the use of the form, an example, highlighted in orange has been provided below.

1. Place a **Y** (Yes) or **N** (No) in column C to denote whether proposed Key Personnel (column A) meet the Authority’s minimum qualification requirements (column B).
2. Mark the appropriate box(es) in column D with an **X** to denote which Key Personnel position will support the Design and Implementation Phase and/or the Operations and Maintenance Phase throughout the term of the Contract.
3. Use column E to specify the percent dedication each Key Personnel position will be committed to the Project throughout the term of the Contract.

| **A** | **B** | **C** | **D** | | **E** |
| --- | --- | --- | --- | --- | --- |
| **Key Personnel Position** | **Qualifications** | **Proposed Personnel Complies with Minimum Qualification Requirements? (Y/N)** | **Responsibilities** | | **Dedication %** |
| **Design and Implementation Phase** | **Operations and Maintenance Phase** |
| **EXAMPLE** | | | | | |
| Contract Project Principal | *Shall be responsible for the oversight of the Project Manager and Quality Assurance Manager and a point of contact for any escalated Project issues that cannot be resolved by the Project Manager and/or Quality Assurance Manager. Ultimate responsibility for delivery of Project.* | Y | X | X | 25% during the Design and Implementation Phase.  5% During the Operations and Maintenance Phase |
| **Required Minimum Qualifications:**   * Ten (10) years of experience in transaction processing, payment processing or a similar industry. * Five (5) years of senior management responsibility for projects of similar scope. |

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| **Contract Project Principal** | *Shall be responsible for the oversight of the Project Manager and Quality Assurance Manager and a point of contact for any escalated Project issues that cannot be resolved by the Project Manager and/or Quality Assurance Manager. Ultimate responsibility for delivery of Project.* |  |  |  |  |
| **Required Minimum Qualifications:**   * Ten (10) years of experience in transaction processing, payment processing or a similar industry. * Five (5) years of senior management responsibility for projects of similar scope. |
| **Contractor Project Manager** | *Shall be responsible for managing day-to-day Work activities, the overall execution and delivery of the Project, and be the contact person for all Project matters for the Project team and the Authority.* |  |  |  |  |
| **Required Minimum Qualifications:**   * Seven (7) years of experience in transaction processing, payment processing or a similar industry. * Five (5) years of experience as a project manager. * Project Manager for at least one transaction processing system of similar scope, including the Design, implementation, operation, and Maintenance. * Direct experience in the proposed architecture. |
| **Desired Certification**:   * Certification in Project Management or PMP |

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| **Quality Assurance Manager** | *Shall be responsible for ensuring consistent Quality Assurance and Quality Control throughout the duration of the Contract.*  ***Note****: The Quality Assurance Manager and the Contract Project Manager shall not be the same individual.* |  |  |  |  |
| **Required Minimum Qualifications:**   * Five (5) years of experience as a Quality Assurance Manager, implementing best practices for Quality Control and Quality Assurance for Projects of similar scope, including IT and database delivery. |
| **Lead Software Developer** | *Shall be responsible for leading the development of the OBOS technology, systems, interfaces, and APIs.* |  |  |  |  |
| **Required Minimum Qualifications:**   * Ten (10) years of software development experience in transaction processing, payment processing or a similar industry. * Five (5) years of experience as a software development manager. * Served as the Software Development Manager for at least one transaction processing system, or system of similar scope, including the Design, implementation, and Maintenance. * Experienced in the proposed architecture. |

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| **System Architect** | *Shall be responsible for the structure of the OBOS, the use of 3rd party resources, Disaster Recovery, data retention, data backup, modularity, messaging, encapsulation, and abstraction.* |  |  |  |  |
| **Required Minimum Qualifications:**   * Seven (7) years of experience with system Design and architecture. * Five (5) years of experience with security for systems in transaction processing, payment processing or a similar industry. * Direct project experience architecting a transaction processing system, or system of similar scope. * Experienced in the proposed architecture. |
| **Test Manager** | *Shall be responsible for all aspects of internal and Formal Testing for the Project from the development of Test Plans and Scripts; conduct of internal, dry-run and Formal Testing efforts; and recording and reporting of test results. Assures that all aspects of Requirements and Design are covered in testing.* |  |  |  |  |
| **Required Minimum Qualifications:**   * Five (5) years of experience with testing, including both hardware and software. * Has led the planning and execution of testing for at least two (2) projects of similar size and scope and at least one (1) project that transitioned from an existing system to a new system. |
| **Maintenance Manager** | *Shall be responsible for managing the on-going operation and Maintenance of the OBOS, including Maintenance resources, System and performance monitoring, preventative Maintenance, client coordination, issue resolution, and system security.*  **Required Minimum Qualifications:**   * Five (5) years of experience operating and maintaining a system of similar scope. |  |  |  |  |