**EXHIBIT F**

**Staff Matrix**

Below is a general template HCA will require as part of the bidder response for identifying staff experience, qualifications and certifications. This matrix will help communication to the HCA reviewers which staff resumes meet the requirements.

Instructions:

1. In the first blue row please identify the staff name, and in the second blue row identify the proposed tier role for that particular staff, more than 1 role can be identified for the same staff. Add and/or delete columns as needed to accommodate the staff submitted.
2. Fill in Y/N on row 1 to identify which staff are key staff (senior staff that lead the work).
3. Fill in a Y/N for each of the staff columns to indicate which staff have the experience, qualifications and certifications that will be found in the resumes and certification validation the Bidder submitted. Limit each resume to **4 pages or less.**
4. Specify time frames and overall years of experience in each applicable category.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Identify Key Staff → Y/N** |  |  |  |  |  |
|  | **Staff Name** |  |  |  |  |  |
| **Proposed Tier Role(s)** | **As identified in Exhibit D: Contractor Roles and Responsibilities**  |  |  |  |  |  |
| Mandatory Certifications | PMP Certification |  |  |  |  |  |
| Desired Certifications | Prosci, Inc. Change Management certified practitioner (list experience using these tools).  |  |  |  |  |  |
| Continuous Process Improvement or Problem Solving certification (list experience using these tools).  |  |  |  |  |  |
| Minimum QualificationsMinimum Qualifications(continued)  | 5 years’ experience successfully managing large complex projects involving multiple business/program partners, cross agency/enterprise wide. |  |  |  |  |  |
| 5 years’ experience in the health care industry, with one or more relevant project(s). |  |  |  |  |  |
| 5 years’ experience on one or more project(s) with government partners (Municipal, county, state, federal, etc.) |  |  |  |  |  |
| Highly Desired Experience  | Prior experience using the PPM tool called Clarizen or self-trained using the free Clarizen training modules. |  |  |  |  |  |
| Significant experience in working with a health purchasing state agency on large complex initiatives or projects. |  |  |  |  |  |
| Significant experience leading projects with state-level agency and program changes, including mergers, acquisitions, creation and restructures. |  |  |  |  |  |
| Significant experience collecting and managing requirements, and certified with a professional Business Analysis program. |  |  |  |  |  |
| Significant experience managing IT related projects. |  |  |  |  |  |
| Describe experience in the six (6) SOW areas  | Overall PM skills and experience outlined in PMBOK. |  |  |  |  |  |
| IT experience and knowledge |  |  |  |  |  |
| People/Organizational change management |  |  |  |  |  |
| Process improvement - Lean |  |  |  |  |  |
| Experience and knowledge of public sector, health care, and HHS |  |  |  |  |  |
| Soft Skills |  |  |  |  |  |