

Bidder Name: _____

Name **ONE** consultant for each of the RFP Key Personnel positions. Using the chart below, describe clearly and accurately how the consultant meets or exceeds the Specifications, addressing each and every specification. Do not submit résumés in lieu of completing this form. Type to expand response areas on the form.

Responses to this Attachment will be scored.

Engagement Manager

The Engagement Manager shall be responsible for managing the contractual relationship with NYS and for overseeing contract performance. Specifically, the Engagement Manager shall, at a minimum, serve as the point of contact for NYS for contractual matters, ensure contract compliance, be responsible for successful service delivery and completion of all contract deliverables, assess and mitigate risk, and resolve disputes.

The Engagement Manager should possess the following experience:

- A. A minimum of five (5) years of experience in leading major consulting engagements.
- B. A total of ten (10) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Work section.
- C. Public sector experience.
- D. Experience leading major consulting engagements for clients with multiple locations.

Engagement Manager	
Proposed Consultant: _____	
Specification A: A minimum of five (5) years of experience in leading major consulting engagements	
Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant’s roles and responsibilities on the project(s) related to this requirement:	
Specification B: A total of ten (10) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Work section.	
Dates (month/year) of Experience:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Engagement Manager

Proposed Consultant: _____

Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification C: Public sector experience	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification D: Experience leading major consulting engagements for clients with multiple locations	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Educational Qualifications:	
Other Certifications:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Engagement Manager

Proposed Consultant: _____

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Project Manager

The Project Manager shall be responsible for facilitating and managing the provision of services under the Contract. The Project Manager shall have the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and delivering of the contract deliverables. The Project Manager shall serve as the primary point of contact for the NYS Project Manager(s) and shall be responsible for the project management activities set forth in Section 3.2.1 of this RFP. Responsibilities shall include:

- reporting to and receiving direction from NYS.
- managing the scope of the project to ensure successful completion of the contracted services and deliverables on schedule and within budget.
- utilizing the project management methodology and NYS best practices.
- creating and maintaining project documentation and performing the project management activities specified in Section 3.2.1 of the RFP.
- monitoring the project schedule and notifying NYS and appropriate parties if any changes to the schedule should arise.
- ensuring that the team clearly understands the objectives of the project and that the resulting process and program meets all the business requirements.
- maintaining the project schedule containing clearly identifiable deliverables and milestones.

The Project Manager should possess the following experience:

- A. A minimum a minimum of seven (7) years of experience in project management.
- B. Total of seven (7) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Work section.
- C. Experience managing projects for clients with multiple locations.
- D. A valid Project Management Professional (PMP) certification.

It is preferred that the Project Manager possess experience with ITIL, SDLC, and service lifecycles.

Project Manager	
Proposed Consultant: _____	
Specification A: A minimum of seven (7) years of experience in project management	
Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Project Manager

Proposed Consultant: _____

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification B: A total of seven (7) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Work section

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification C: Experience managing projects for clients with multiple locations

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification D: A valid Project Management Professional (PMP) certification

Certification Number:

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Project Manager

Proposed Consultant: _____

Expiration Date (month/year)

Educational Qualifications:

**Other Certifications/Experience:
(It is preferred that the Project
Manager possess experience with
ITIL, SDLC, and service lifecycles.)**

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

RETURN THIS PAGE AS PART OF RFP RESPONSE

Change Manager

The Change Manager shall play a key role in ensuring the change initiative of the BPR and the BIS implementation projects meet objectives on time and on budget by increasing internal and external stakeholder adoption and usage. This person will focus on the people side of change, including changes to business processes, systems and technology, job roles and organization structures. The primary responsibility will be creating and implementing change management strategies and plans that maximize stakeholder adoption and usage and minimize resistance. The Change Manager will work to drive faster adoption, higher ultimate utilization of and proficiency with the changes that impact stakeholders. These improvements will increase benefit realization, value creation, ROI and the achievement of results and outcomes.

The Change Manager shall lead a change management team responsible for transitioning internal and external stakeholders to the new environment. The change management team will act as a coach for senior leaders and executives in helping them fulfill the role of change sponsor. The change management team may also provide direct support and coaching to all levels of managers and supervisors as they help their direct reports through transitions. The change management team will also support integrating change management activities into project plans including external outreach and training.

The Change Manager shall be responsible for:

- Applying a structured methodology and leading change management activities.
- Supporting communication efforts.
- Assessing the change impact and facilitating adoption.
- Supporting training efforts.

The Change Manager should possess the following experience:

- A. A minimum of five (5) years of experience in a change management role.
- B. A total of seven (7) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Work section.
- C. Public sector experience.
- D. Experience leading change management projects for clients with multiple locations.
- E. A minimum of three (3) years of experience managing large-scale organizational change efforts.
- F. A minimum of three (3) years of experience on a modernization project, that included replacing an internal system with one that would be directly accessed by external users/stakeholders and managed the change/ transition to the new business process, and solution.

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Change Manager

Proposed Consultant: _____

Specification A: A minimum of five (5) years of experience in a change management role

Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

Specification B: A total of seven (7) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Work section

Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

Specification C: Public sector experience

Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Change Manager

Proposed Consultant: _____

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification D: Experience leading change management projects for clients with multiple locations

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification E: Minimum of three (3) years of experience managing large-scale organizational change efforts

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification F: Minimum of three (3) years of experience on a modernization project, that included replacing an internal system with one that would be directly accessed by external users/stakeholders and managed the change/transition to the new business process, and solution

Dates (month/year) of Experience:

Client Name(s):

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Change Manager

Proposed Consultant: _____

**Project(s) Name and Description
(to include scope):**

**Description of consultant's roles
and responsibilities on the
project(s) related to this
requirement:**

Educational Qualifications:

Other Certifications:

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

RETURN THIS PAGE AS PART OF RFP RESPONSE

Technical Lead/Architect

The Technical Lead/Architect shall serve as the technical architect responsible for ensuring that the solution is implemented to meet all contractual requirements

The Technical Lead/Architect should possess the following experience:

- A. A minimum of six (6) years of experience in a technical lead/architect role using the proposed technology platform.
- B. Total of ten (10) years of relevant technical experience. That experience should include work similar in scope to that outlined in the Scope of Work section.
- C. A minimum of five (5) years of experience on large-scale modernization projects, that included replacing internal legacy systems with one that would be directly accessed by external users/stakeholders and supported the transition to the new solution.
- D. A minimum of five (5) years of experience in each of the following areas: solution assessment, transition and sequence planning, security planning, system integration, information architecture, and business process engineering to build or re-architect an enterprise-level solution.

Technical Lead/Architect	
Proposed Consultant: _____	
Specification A: A minimum of six (6) years of experience in a technical lead/architect role using the proposed technology platform.	
Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant’s roles and responsibilities on the project(s) related to this requirement:	
Specification B: A total of ten (10) years of relevant technical experience. That experience should include work similar in scope to that outlined in the Scope of Work section	
Dates (month/year) of Experience:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Technical Lead/Architect

Proposed Consultant: _____

Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification C: A minimum of five (5) years of experience on large-scale modernization projects, that included replacing internal legacy systems with one that would be directly accessed by external users/stakeholders and supported the transition to the new solution	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification D: A minimum of five (5) years of experience in each of the following areas: solution assessment, transition and sequence planning, security planning, system integration, information architecture, and business process engineering to build or re-architect an enterprise-level solution	
Dates (month/year) of Experience:	
Client Name(s):	

RETURN THIS PAGE AS PART OF RFP RESPONSE

Technical Lead/Architect

Proposed Consultant: _____

**Project(s) Name and Description
(to include scope):**

**Description of consultant's roles
and responsibilities on the
project(s) related to this
requirement:**

Educational Qualifications:

Other Certifications:

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Business Analyst Lead

The Business Analyst Lead shall be responsible for facilitating and managing the validation and refinement of the business requirements and business rules, and for the development of the functional specifications that will be used to facilitate system/software design and development. The Business Analyst Lead shall be responsible for the analysis activities set for the in Section 3.2.3 of this RFP. NYS will support and guide the analysis efforts and all deliverables produced as part of the analysis phase of the engagement will be reviewed by the NYS Business Analyst team.

The Business Analyst Lead should possess the following experience:

- A. A minimum of seven (7) years of experience with designing policy architecture; documenting, developing and implementing policy rule sets, based on the business and system rules. Experience should include experience in deployment, testing, debugging, technical support, multi-language model development, integration with back end systems.
- B. A minimum of seven (7) years on a modernization project that included replacing an internal system with one that would be directly accessed by external users/stakeholders, revise business process and workflow, and supported the transition to the new solution.
- C. A minimum of seven (7) years of experience facilitating, gathering, documenting, managing, and tracking requirements from a diverse set of stakeholders, including external organizations, regulators, and/or general public.
- D. Certified Business Analysis Professional (CBAP) designation is desired but not required.

Business Analyst Lead

Proposed Consultant: _____

Specification A: A minimum of seven (7) years of experience with designing policy architecture; documenting, developing and implementing policy rule sets, based on the business and system rules. Experience should include experience in deployment, testing, debugging, technical support, multi-language model development, integration with back end systems.

Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Business Analyst Lead

Proposed Consultant: _____

Specification B: A minimum of seven (7) years on a modernization project that included replacing an internal system with one that would be directly accessed by external users/stakeholders, revise business process and workflow, and supported the transition to the new solution

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant's roles and responsibilities on the project(s) related to this requirement:

Specification C: A minimum of seven (7) years of experience facilitating, gathering, documenting, managing, and tracking requirements from a diverse set of stakeholders, including external organizations, regulators, and/or general public

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant's roles and responsibilities on the project(s) related to this requirement:

Desired Specification D: Certified Business Analysis Professional (CBAP) designation is desired but not required

Certification Valid Until Date (month/year):

Certification Number:

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Page 16 of 32

Business Analyst Lead

Proposed Consultant: _____

Educational Qualifications:

Other Certifications:

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

RETURN THIS PAGE AS PART OF RFP RESPONSE

Lead Developer

The Lead Developer shall be responsible for the application development activities and leading the development team. The Lead Developer should have experience in a leadership role on projects using the development and testing methodologies proposed.

The Lead Developer should possess the following experience:

- A. A minimum of three (3) years of experience in a lead developer role using the proposed technology platform.
- B. A minimum of seven (7) years of relevant professional experience with work similar in scope to that outlined in the Scope section of the RFP.
- C. Experience leading a geographically disperse development team.
- D. A minimum of three (3) years of experience on a modernization project, that included replacing a legacy internal system with one that would be directly accessed by both internal and external users/stakeholders and supported the transition to the new solution.

Lead Developer	
Proposed Consultant: _____	
Specification A: A minimum of three (3) years of experience in a lead developer role using the proposed technology platform	
Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification B: A minimum of seven (7) years of relevant professional experience with work similar in scope to that outlined in the Scope section of the RFP	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Lead Developer

Proposed Consultant: _____

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification C: Experience leading a geographically disperse development team

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification D: A minimum of three (3) years of experience on a modernization project, that included replacing a legacy internal system with one that would be directly accessed by both internal and external users/stakeholders and supported the transition to the new solution

Dates (month/year) of Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Educational Qualifications:

Other Certifications:

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Lead Developer

Proposed Consultant: _____

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Test Lead

The Test Lead shall be responsible for managing the testing activities, including UI automation, integration testing, performance and scalability testing. The Test Lead shall be responsible for defining the testing cycle, defining and overseeing the testing environments, defining processes for migrating across environments, test scheduling, and reporting on the status of testing activities. The Test Lead shall ensure that requirements and deliverables are verified and validated at each testing phase and final acceptance.

The Test Lead should possess the following experience:

- A. A minimum of seven (7) years of experience planning, designing, developing, and executing test plans based on business requirements and functional specifications.
- B. A minimum of five (5) experience coordinating, tracking, and analyzing testing activities.
- C. A minimum of five (5) years of experience as Test/QA Lead working on large and highly technical projects.
- D. A minimum of three (3) years of experience using functional test tools.
- E. A minimum of three (3) years of experience using performance test tools.
- F. A minimum of three (3) years of hands-on experience recording and scripting automated functional tests.
- G. Experience with an Application Lifecycle Management tool specifically to track and manage defects.

Test Lead	
Proposed Consultant: _____	
Specification A: A minimum of seven (7) years of experience planning, designing, developing, and executing test plans based on business requirements and functional specifications	
Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification B: A minimum of five (5) experience coordinating, tracking, and analyzing testing activities	
Dates (month/year) of Experience:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Test Lead

Proposed Consultant: _____

Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification C: A minimum of five (5) years of experience as Test/QA Lead working on large and highly technical projects	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification D: A minimum of three (3) years of experience using functional test tools	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification E: A minimum of three (3) years of experience using performance test tools	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Test Lead

Proposed Consultant: _____

Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification F: A minimum of three (3) years of hands-on experience recording and scripting automated functional tests	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification G: Experience with an Application Lifecycle Management tool specifically to track and manage defects	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Test Lead

Proposed Consultant: _____

Educational Qualifications:	
Other Certifications:	

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Lead Trainer

The Lead Trainer shall be responsible for identifying and defining the training needs, developing training curricula and training materials, and overseeing the delivery of training including hands-on practice sessions.

The Lead Trainer should possess the following experience:

- A. A minimum of five (5) years of experience in leading training efforts on computer applications.
- B. A total of ten (10) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Services section.
- C. Public Sector Experience.
- D. Experience leading training projects for clients with multiple locations.

Lead Trainer	
Proposed Consultant: _____	
Specification A: A minimum of five (5) years of experience in leading training efforts on computer applications	
Dates (month/year) of Proposed Consultant Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification B: A total of ten (10) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Services section	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Lead Trainer

Proposed Consultant: _____

Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification C: Public sector experience	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification D: Experience leading training projects for clients with multiple locations	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Educational Qualifications:	
Other Certifications:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Lead Trainer

Proposed Consultant: _____

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

Experience Design Lead

The Experience Design Lead shall be responsible for leading the design efforts for this project in a manner that ensures delivery of a system that meets the internal and external stakeholder needs and the system requirements set forth in this RFP. The Experience Design Lead shall be available to provide support and consultation to experience design practitioners, as necessary, during development phases.

The Experience Design Lead should possess the following experience:

- A. A minimum of three (3) years of experience in an experience design lead role using user centric experience design methods and methodologies.
- B. A total of five (5) years of relevant professional experience. That experience should include work similar in scope to that outlined in the Scope of Services section.
- C. A minimum of five (5) years of experience actively practicing user-centric design methods and methodologies including but not limited to journey mapping, persona creation, usability testing, wire-framing, prototyping, and information architecture to build or re-architect an enterprise-level solution.

Experience Design Lead

Proposed Consultant: _____

Specification A: Minimum of three (3) years of experience in an experience design lead role using user centric experience design methods and methodologies.

Dates (month/year) of Proposed Consultant Experience:

Client Name(s):

Project(s) Name and Description (to include scope):

Description of Consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification B: A total of five (5) years of relevant professional experience. The experience should include work similar in scope to that outlined in the Scope of Services section.

Dates (month/year) of Proposed Consultant Experience:

Client name(s):

Experience Design Lead

Proposed Consultant: _____

Project(s) name and description:
Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Specification C: A minimum of five (5) years of experience actively practicing user-centric design methods and methodologies including but not limited to journey mapping, persona creation, usability testing, wire-framing, prototyping, and information architecture to build or re-architect an enterprise-level solution.

Dates (month/year) of Proposed Consultant Experience:

Company name(s):

Project(s) name and description (to Include scope):

Description of consultant’s roles and responsibilities on the project(s) related to this requirement:

Educational qualifications:

Other certifications:

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) the specific consultant proposed on this form will be available to work upon the commencement of this engagement, and to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

RETURN THIS PAGE AS PART OF RFP RESPONSE

Lead Data Architect

The Lead Data Architect, working with the NYS ITS CSC Enterprise Information Management team, shall be responsible for designing and implementing the system data architecture to meet all requirements.

The Lead Data Architect responsibilities shall include:

- Establishing end-to-end vision for organizations data including structure, flow, end points and delivery methods.
- Designing and maintaining relational databases, data warehouses/marts, replication, delivery and ETL systems by determining structural requirements; developing data system schematics, and installing solutions.
- Providing design solutions for data analytics solutions which are based on business requirements.
- Developing, building, and maintaining normalized relational data models.
- Developing plans for data integration solutions which integrate with Enterprise Architecture specifications.
- Developing complete database solutions by designing proposed system; defining database physical structure and functional capabilities, security, back-up, and recovery specifications.
- Determining database structural requirements by analyzing client operations, applications, and programming; reviewing objectives with clients; evaluating current systems.
- Maintaining database performance by identifying and resolving production and application development problems; calculating optimum values for parameters; evaluating, integrating, and installing new releases; completing maintenance; answering user questions.
- Developing and executing data migration plans for data movement or data platform migration.

The Lead Data Architect should possess the following experience:

- A. A minimum of eight (8) years designing and maintaining relational data models.
- B. A minimum of five (5) years designing and maintaining dimensional data models.
- C. A minimum of five (5) years designing and maintaining Extraction, Transformation, and Loading (ETL) solutions.
- D. A minimum of four (4) years delivering Business Intelligence (BI) solutions.
- E. A minimum of four (4) years delivering data migration and conversion solutions.
- F. A minimum of four (4) years implementing information management strategies, including master data management solutions.

Lead Data Architect

Proposed Consultant: _____

Specification A: A minimum of eight (8) years designing and maintaining relational data models

Dates (month/year) of Proposed Consultant Experience:

Client Name(s):

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
 Revised November 16, 2018

Lead Data Architect

Proposed Consultant: _____

Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification B: A minimum of five (5) years designing and maintaining dimensional data models	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification C: A minimum of five (5) years designing and maintaining Extraction, Transformation, and Loading (ETL) solutions	
Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	
Specification D: A minimum of four (4) years delivering Business Intelligence (BI) solutions	

RETURN THIS PAGE AS PART OF RFP RESPONSE

Lead Data Architect

Proposed Consultant: _____

Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

Specification E: A minimum of four (4) years delivering data migration and conversion solutions

Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

Specification F: A minimum of four (4) years implementing information management strategies, including master data management solutions

Dates (month/year) of Experience:	
Client Name(s):	
Project(s) Name and Description (to include scope):	
Description of consultant's roles and responsibilities on the project(s) related to this requirement:	

RETURN THIS PAGE AS PART OF RFP RESPONSE

RFP C140369A - WCB Systems Modernization
Attachment 24 – Key Personnel Forms
Revised November 16, 2018

Page 32 of 32

Lead Data Architect

Proposed Consultant: _____

Educational Qualifications:

Other Certifications:

CERTIFICATION: I hereby certify that: (i) all statements made on this form are true and complete, to the best of my knowledge, including the verification of any experience; (ii) to the best of my knowledge, the consultant will be available for the duration of the engagement.

Authorized Signature: _____

Typed or Printed Name:

Date: [Click here to enter a date.](#)

RETURN THIS PAGE AS PART OF RFP RESPONSE