

**Agency for Workforce Innovation  
Unemployment Compensation Claims and Benefits  
Information System**

B.7.1 - Tab 7	Resumes and Experience
	<p><b><i>ITN Technical Response Instructions:</i></b></p> <p>The Respondent’s response must provide information demonstrating the Respondent has the personnel with the experience to provide the products and services requested in this ITN and its attachments. A concise, but thorough, description of relevant experience for each individual of the proposed project team is desired. If the Respondent is proposing sub-contractors, then the Respondent's and the proposed sub-contractor(s), information shall be provided separately.</p> <p>Specifically, the Respondent and its sub-contractor(s) must provide:</p> <ul style="list-style-type: none"> <li>- A project organization chart including all the project team members and their roles title within the project;</li> <li>- A chart depicting staffing levels over the duration of the project;</li> <li>- A table with the following columns, listing for each of the proposed project team members: <ul style="list-style-type: none"> <li>- Name - Team member name or role title,</li> <li>- Role - Role descriptions and responsibilities,</li> <li>- Duration - Timeframes of their role on this project,</li> <li>- Experience - Evidence of previous experience with a highly similar task on a large scale project, and</li> <li>- Tenure - How long each person has been with the company, or if they are contract staff;</li> </ul> </li> <li>- Résumés of the personnel assigned to work on this project describing their work experience, education, and training as it relates to the requirements of this ITN.</li> </ul> <p>The Respondent response must include a Project Manager who is PMP certified. Each Respondent should use their own resume template for all team members proposed for this project. Resumes shall be limited to two (2) pages per individual. For all resumes submitted for this project, the following disclosures must also be provided:</p> <ul style="list-style-type: none"> <li>- For all team members indicate if there are any current relationships (professional or personal) to any of the following organizations: (1) State Agencies, (2) School Districts, and (3) Local governments (Florida cities or counties).</li> <li>- For all team members describe (1) education, (2) professional certifications, (3) professional and business affiliations, (4) previous work experience (in general) and (5) work experience specifically related to this project.</li> <li>- For team members that are contracted individuals or sub-contractors, clearly note the name of their current employer.</li> </ul> <p>The Agency reserves the right to request references for each proposed member of the project team including sub-contractors.</p> <p>The Respondent shall describe its plan for submitting verification that all personnel including sub-contractor(s) personnel assigned to this project must have a background-screening that is equivalent to a Level Two (2) screening standard specified in Section 435.04, F.S., and AWI Policy 1.08, as specified in Section D, Exhibit 1, 7.11.1 Background Investigations.</p>

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<b>B.7.1 - Tab 7</b>	<b>Resumes and Experience</b>
	<p>The Respondent and sub-contractor(s) must confirm that personnel assigned to work on this project are free from any conflict of interest with the Agency prior to assignment to this project. Prior to starting work on the project, all assigned personnel must pass the background investigation and complete and sign Attachment C - Conflict of Interest Disclosure and an Individual Non-Disclosure and Confidentiality Certification Form (to be provided by the Agency at the time of contract signing) and submit to the Agency Contract Manager.</p> <p>The Respondent should demonstrate the company's commitment to the State of Florida such as minority business experience, charitable endeavors, and mentoring.</p>
	<p><b>ITN Related Text:</b> N/A</p>
	<p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• <i>Completeness of Resumes</i></li> <li>• <i>Relevancy of work experience</i> <ul style="list-style-type: none"> <li>○ <i>UC Experience</i></li> <li>○ <i>Project Management Experience</i></li> <li>○ <i>Large Implementation Experience</i></li> <li>○ <i>Technical Experience (Architecture, Database, Reporting, Development, Testing)</i></li> <li>○ <i>Experience with the solution proposed</i></li> </ul> </li> <li>• <i>PMP certification</i></li> <li>• <i>Appropriate staffing levels peaking during the middle of the development phase</i></li> </ul>
	<p><b>Notes/Rationale:</b></p>
	<p><b>Score (0-40):</b> _____</p> <p><b>Evaluator Initials:</b> _____</p>

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
Resumes and Experience	40	33-40	25-32	17-24	9-16	0-8

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Tab 7	Senate Bill 2386
	<p><b><i>ITN Technical Response Instructions:</i></b></p> <p>Pending legislation in Senate Bill 2386, Section 49, states:  “(1) Consistent with the principles of promoting employment of state residents, ensuring that the expenditure of state funds benefits state residents, and encouraging economic development within the state, each entity expending funds provided in the General Appropriations Act for the 2010-2011 fiscal year for any purchase of goods and services in excess of \$5 million shall give preference, to the maximum extent possible under or consistent with applicable state and federal laws, to vendors or businesses that have a principal place of business in the State of Florida and that commit contractually to maximize the use of state residents, state products, and other Florida based businesses in fulfilling their contractual duties. (2) This section does not apply to any contract that was funded prior to June 1, 2010.  (3) Each state agency shall identify contracts that are subject to this section and shall report by March 1, 2011, to the Agency for Workforce Innovation each contractor's compliance with this section.”</p> <p>The Respondent shall provide the following information in their response:</p> <ul style="list-style-type: none"> <li>• Location of existing business operations within the State of Florida</li> <li>• The existing number and type of employees in the State</li> <li>• A plan to maximize the use of Florida-based residents, state products and other Florida based businesses in fulfilling the contractual duties, if awarded</li> </ul>
	<p><b><i>ITN Related Text:</i></b>  N/A</p>
	<p><b><i>Guidance:</i></b>  For the eligible firms, the points available for this new preference should be 30 points (3% of the total 1000, which is a percentage previously approved by a Florida court reviewing a local preference). These points should come from the 70 available for Tab 7 material. They are not "bonus points," because the ITN indicates that a total of 70 are available under this section. As a result, any firm not eligible for the new preference should receive no more than 40 points for Tab 7 material. Stated differently, a "perfect" response on Tab 7 would receive 40 points, and then firms satisfying the statutory criteria may receive up to 30 more, not to exceed a total of 70.</p>

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	<i>Notes/Rationale:</i>
	<i>Score (0-30):</i> _____  <i>Evaluator Initials:</i> _____

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
Resumes and Experience	<b>30</b>	25-30	19-24	13-18	7-12	0-6