

**Attachment A
PROPOSED RESOURCES**

Bidder instructions: By filling out this section, Bidder is attesting to the statements regarding their proposed staff. Bidder shall duplicate the table below for each proposed staff member.

Are any of Bidder’s proposed staff subcontractors to Bidder? Yes No

For the evaluation of the Bidder’s Proposed Resources, Evaluators will give a consensus score to each scored element. Evaluation scores will be assigned based on the experience and qualifications of each resource. A range of zero to four will be used and defined as follows:

Scoring Range Matrix		
Score	Description	Discussion
0	Discussion Omitted – No experience or qualifications	The Bidder has omitted key experience data or the information provided is of no value.
1	Poor – Resource’s ability was not established and/or marginal experience	The Bidder has not fully responded to the information requested for this resource or the resource has a marginal experience levels to perform these services.
2	Average – Resource experience & qualifications are competitive	The Bidder has an acceptable resource to meet the services described in this competition.
3	Good - Strong and competent resource with experience and qualifications	The Bidder has demonstrated strong and competent resource who is strongly capable of delivering the services described in this competition.
4	Excellent – Above average, superior and competitive	The Bidder’s resource meets the qualifications of “Good” described above and has demonstrated through his/her experience and qualifications they are a superior in this capability area.

Bidders who propose more than one resource for the same skill set will have the final score averaged across that skillsetrole.

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PROPOSED STAFF CONSULTANT

Name:	
Physical Location where work is performed:	
Role/Position	
If subcontractor, describe relationship and name of subcontractor company.	
No of years ServiceNow experience in role	
Availability (dates)	
Describe the proposed resource’s experience, any projects, and like work performed. Include the following experience: Service Portal; ServiceNow best practices; agile methodologies used. (scored – 4 points)	
Describe resource’s understanding of accessibility in compliance with Washington State Accessibility Policy #188 - https://ocio.wa.gov/policy/accessibility (scored 4 points)	
Describe resource’s understanding of application and data security/privacy in compliance with Washington State Security Policy #141 - https://ocio.wa.gov/policy/securing-information-technology-assets-standards (scored 4 points)	
Current or former state employees – RCW 42.52	<ol style="list-style-type: none"> 1. A statement acknowledging whether or not any state employees or former state employees serve on the Contractor’s governing board as of the due date of this Bid. If determined by OFM that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract: 2. A statement acknowledging whether or not a member of the Contractor’s staff or subcontractor’s staff was an employee of the state of Washington during the past 24 months or is currently a Washington State

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	<p>employee. See Ethics in Public Service, RCW 42.52, especially 42.52.080 which pertains to “Employment after public service.” If following a review of this information it is determined by OFM that a conflict of interest exists, then the Bidder may be disqualified from further consideration for the award of a contract or requested to remove the staff from the project.</p>
Attach Resume (scored 4 points)	(attach as a separate file using file name such as – <i>Attachment A – Resource’s Name Resume.</i>)