**Requisition SNB - SD – Senior Project Manager – 22261**

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| --- | --- | --- |
| **Candidate Details** | | |
| **FIRST NAME:** |  | |
| **LAST NAME:** |  | |
| **DOB (MMDD):** |  | |
| **Consultant’s Primary Location (location of work during Contract):** |  | |
| **Consultant’s Contact Information:** | **Phone** | **E-mail** |
|  |  |
| **Expected Hourly Rate ($/hour)** |  | |
| **Visa Status** |  | |
| **Candidate has self-corporation (Y/N)** |  | |
| **Willing to relocate to client location if asked (Yes/No)** |  | |

**Directions**

For **each** Mandatory Requirement and Scored Requirement, unless otherwise requested, provide:

* A description indicating who the client work was performed for as well as the dates (month and year) and duration of the engagement
* A list of the project(s) and/or role(s) in which the candidate’s experience was obtained. Include a brief overview of the project/role and an achievement or result(s) specific to the requirement.
* A reference to the candidate’s resume where additional information pertaining to the requirement can be found.

Refer to the example responses listed below. Candidate responses should **explicitly** address the requirement and be structured as per the **Quality Response** table. Avoid responses similar to those in the **Poor Responses** table.

Responses from the following table will be used in the evaluations where vendors will be rated on their overall score based on the following factors:

1. **Mandatory Experience** of the candidate as defined in Section 3.
2. **Scored Qualifications** of the candidate as defined in Section 4. (70 points)
3. **Cost** as measured by the candidates’ associated per diems. (20 points)
4. **References –** (10 points).

**Mandatory Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Required** | **Candidate Response** |
| M1 | The proposed resource must meet or exceed the following education and certification requirements:  • University Degree in either Business Administration or Information Technology  OR  • An equivalent combination of a college diploma (related to Business Administration and/or IT) and experience may also be considered. | Yes |  |
| M2 | Possess a high level of proficiency in both official languages—French and English. This includes the ability to communicate effectively, both orally and in writing, in professional and technical contexts. | Yes |  |
| M3 | Years of experience in full lifecycle delivery using Agile | 2 years experience |  |
| M4 | Years of Project Management experience managing multiple related projects that align with the organization's strategic objectives, which included coordinating teams across projects, manage stakeholders' expectations, and facilitate communication between various stakeholder groups. | 5 years experience |  |

**Scored Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Scored Requirement** | **Required Experience** | **Candidate Response** |
| S1 | Experience working as a Senior IT Project Manager working in IT system development and support. | 5 + Years experience  Demonstrate work experience |  |
| S2 | Experience working with and leading cross functional business and technical teams that include a mix of in-house and external resources and stakeholders, in both official languages—French and English. | 5 + Years  Demonstrate work experience |  |
| S3 | Experience in change management activities - developing a plan outlining how the project organizational change will be managed, in both official languages—French and English. | 2 + Years experience  Demonstrate capabilities using examples from previous work. |  |
| S4 | Experience in cost estimating, resource planning, and project time management skills. | 5 + Years experience  Demonstrate capabilities using examples from previous work. |  |
| S5 | Demonstrate knowledge of IT system concepts and how they impact business processes. | 5 + Years experience  Demonstrate capabilities using examples from previous work. |  |
| S6 | Current Project Management Professional (PMP), Certified Associate in Project Management (CAPM), PMI Agile Certified Practitioner (PMI-ACP) or PRINCE2 designation. | Yes  Bidders are to provide proof of certification and date achieved. |  |
| S7 | Experience in life cycle delivery using Agile during the Concept, Inception, Iteration and Release phases. | 2+ Years experience  Demonstrate capabilities using examples from previous work. |  |

\* A higher score is awarded in evaluation for demonstrated experience exceeding the minimum for ‘Mandatory Requirements’ and desired minimums for ‘Scored Requirements”.

\*\* Vendors may append to this matrix project descriptions, lessons learned and ‘hi-lites’ which demonstrate claimed experience.

**Resource References**

Three (3) references, for whom similar work has been performed should be provided with response or must be provided within one (1) Business Day, upon written request. The most recent reference should be listed first.

Reference checks may or may not be completed to assist with scoring of the proposed resource.

The Department reserves the right to contact the stated and other references without providing prior notification to the Pre-Qualified Contractor.

**Reference #1:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #2:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Contact Role |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #3:**

|  |  |
| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Contact Role |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |

**Examples of Completed Submissions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality Response** | | | |
| **Requirement** | | **Required Experience** | **Candidate Response \*\*** |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | Senior resource with 8 years of experience as a Senior Project Manager obtained from the following projects:  **ABC Company: DEF Project, Senior Project Manager, December 2011- December 2014 (3 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   **XYZ Company: Senior Project Manager, November 2007-November 2011 (5 years).**  Project 1   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found.   Project 2   * Brief overview of the project/role and the project budget. * Achievement or results pertaining to the requirement. * Reference to candidate resume where additional information pertaining to the requirement can be found. |

| **Poor Responses** | | | |
| --- | --- | --- | --- |
| **Requirement** | | **Required Experience** | **Candidate Response (Poor Responses – Risk Failure)** |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | Senior resource with 10 years of experience. Company A: Mar.2011 to Jan. 2014 Company B: Nov 2001 to Feb. 2011 |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | 25 years as a project manager working on a variety of projects across several sectors. |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | See E2 above. |
| **M1** | Experience managing a minimum of three projects for an organization of equivalent size and complexity to the Government of New Brunswick. | 3 projects | Refer to resume, pages 2, 3, 4, 5. |