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| **Minimum Qualifications**  **RFP-ITD 160105**  **Implementing Critical IT Processes: Project Intake, Portfolio Management, and Business Relationship Management** |

Indicate "Yes" or "No" to signify compliance or non-compliance to each minimum qualification. If you do comply, you MUST describe exactly how you achieve each minimum qualification. If you do not describe how you meet each qualification, you may be found unresponsive. The determination that you have achieved all the minimum qualifications is made from this document or a document with the same information.

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| Minimum Requirements | Indicate YES or NO to signify Compliance | REQUIRED - Describe how you do comply. |
| 1. Consultant shall have:  * Project Portfolio Management experience * Business Relationship Management experience * Experience working in the Public Sector |  | Description of previous Project Portfolio Management  Description of previous Business Relationship Management  Description of previous work in Public Sector |
| 1. The Individuals who will be on the City’s Implementation of Critical IT Processes body of work, shall have performed similar work for at least 2 public or private clients. |  | Name of individual on Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Client 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public or Private \_\_\_\_\_\_\_\_\_\_\_  Description of Work Performed:  Client 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public or Private \_\_\_\_\_\_\_\_\_\_\_  Description of Work Performed: |