**Exhibit A**

**IT Project Management Professional Services 14822**

**Contract Description and Scope**

**This exhibit includes two sections: IT Project Management and IT Quality Assurance**

**IT Project management Scope and Requirements**

**Scope**

**IT Project Manager Services (PM)** involves monitoring and management of technology projects using industry standard project and process management techniques. IT Project Managers must have excellent knowledge of standardized project management principles based on the Project Management Body of Knowledge (PMBOK). This includes creating project estimates, reporting, resource, and capacity planning. IT Project Managers will recommend and guide the integration of new technology, depending on scope of the project, and communicates key project information (i.e. issues, risks, changes, accomplishments) to stakeholders. IT Project Managers must demonstrate ongoing industry best practices, techniques, and standards.

**Requirements**

Performance and certification obligations:

* Evaluations must be performed annually with your employees and/or subcontractors to ensure quality performance and educational standards
* Relevant certifications must be verified annually to ensure they are current
* Training must be required for employees and/or subcontractors to stay relevant with changes in industry technology
* Certifications that met requirement in B-1 exhibit, must be made available at customer’s request

Journey Consultant Minimum Qualifications

* 5 years of experience managing IT projects, or 4 years with an associate degree or 3 years with a bachelor’s degree
  + Degree must be in Information Systems, Business Administration, Project Management, or a related field
* Proven abilities in:
  + Utilization of industry standard project management software and tools
  + Tracking project performance
  + Creating and maintaining detailed documentation, project plans and schedules
  + Performing quality control throughout project development

Senior Consultant Minimum Qualifications

* 7 years of experience managing IT projects, 6 years with an associate degree, 5 years with a bachelor’s degree or 4 years with a master’s degree
  + Degree must be in Information Systems, Business Administration, Project Management, or a related field
* Proven abilities in:
  + Providing relevant ideas and perspectives on process or practice improvements
  + Tracking project performance
  + Creating and maintaining detailed documentation, project plans and schedules
  + Performing quality control on a project throughout development
  + Utilization of industry software and tools
  + Managing projects over $75,000

Expert Consultant Minimum Qualifications

* 10 years of experience managing IT projects, 9 years with an associate degree, 8 years with a bachelor’s degree or 7 years with a master’s degree
  + Degree must be in Information Systems, Business Administration, Project Management, or a related field
* Proven abilities in:
  + Tracking project performance to analyze completion goals
  + Creating and maintaining detailed documentation, project plans and schedules
  + Performing quality control on a project throughout development
  + Utilization of industry software and tools
  + Managing projects over $150,000

**IT Quality Assurance Scope and Requirements**

**Scope**

**Quality Assurance (QA)** is the work that involves the ongoing, independent assessment of project management processes and activities. Specifically, Information Technology (IT) Quality Assurance Services consultants evaluate, test and validate software and/or IT services. IT Quality Assurance Services consultants must have experience with troubleshooting, root cause analysis, and operate proficiently in an Agile environment. QA consultants must have knowledge of the Washington Office of the Chief Information Officer’s (OCIO) requirements and abide by the minimum qualifications outlined on the OCIO’s website, policy 132-30 Minimum Project Quality Assurance Activities: <https://ocio.wa.gov/policy/minimum-project-quality-assurance-activities>.

**Requirements**

Performance and certification obligations:

* Evaluations must be performed annually with your employees and/or subcontractors to ensure quality performance and educational standards
* Relevant certifications must be verified annually to ensure they are current
* Training must be required for employees and/or subcontractors to stay relevant with changes in industry technology
* Certifications that met requirement in B-1 exhibit, must be made available at customer’s request

Journey Consultant Minimum Qualifications

* 5 years of experience performing QA activities (as outlined in the Minimum Project Quality Assurance Activities Standard) or experience in the last 5 years as a lead or deputy project manager or a combination of prior QA or PM experience totaling a minimum of 5 years
* Proven abilities in:
  + QA terminology, methods, and tools
  + Understanding the application and implications of changes to processes, policies, and procedures
  + Operating and maintaining new technology and assisting in transitions
  + Formulating routines and standards of practices

Senior Consultant Minimum Qualifications

* 6 years of experience using QA projects, programs, and portfolios
* Proven abilities in:
  + Completing complex tasks using advanced knowledge and industry skill, including developing new processes
  + Understanding QA terminology, methods, and tools
  + All stages of projects or subsystems of major projects from inception through completion
  + Change management frameworks
  + Developing and leading projects using industry leading PM and QA software.

Expert Consultant Minimum Qualifications

* 7 years of experience using QA projects, programs, and portfolios
* Proven abilities in:
  + Consistently applying strategic expertise of field with comprehensive knowledge and understanding
  + Researching, recommending, and guiding the integration of new technology
  + Working knowledge of QA terminology, methods, and tools
  + Utilization of current IT QA software and tools
  + Developing and leading projects using industry leading PM and QA software