Statement of Qualifications

Information Technology (IT) Roster
Statement of Qualifications (SOQ) Submittal Requirements

Introduction
The Information Technology (IT) Roster introduces your business and the services you provide to the various public agencies participating in the Shared Procurement Portal's online roster. The Roster features numerous categories of IT services routinely utilized by public agency staff. Interested consultants need to submit a Statement of Qualifications (SOQ) describing the firm's experience and competence in performing work within the selected service categories (NIGP Codes) identified through the application process.

Public agency staff utilize the roster to solicit qualifications, proposals, and quotes for a variety of services. Consultants selected from the roster must comply with all agency's contracting requirements and laws. Acceptance onto the roster does not guarantee any work or service with participating agencies.

Submittal Requirements
Statement of Qualifications should include:

Cover Letter
A summary of your company including SPP submittal date, number of years in business, size of firm, contact information (including phone, address, e-mail and website), recent professional experience including work with public   agency clients and applicable projects.

Table of Contents
Table of contents must state page numbers where required information is located within the document.

Qualifications for each Service Category (NIGP codes selected)
Clearly describe your firm's capabilities, qualifications and expertise in providing services for each selected service category identified in your registration. Clearly mark each section with the category you are addressing. Identify which elements will be done in-house and which will be done by sub-consultants. (Limited to **four (4)** pages per service category).

References
Provide examples of previous projects, in each service category, performed by your firm with references and telephone numbers. (Limited to **two (2)** pages per service category).

Project Manager Qualifications
Provide names and specific duties of individuals your firm might propose as project managers/engineers (per service category if PM is different) with statements of their qualifications. Please limit the number to three individuals. Provide examples of previous projects completed by each project manager with at least 4 references and telephone numbers. Local references are preferred. (Limited to **three (3)** pages per service category).

Personnel Qualifications
Provide names, responsibilities, statement of qualifications and experience of other personnel you expect to utilize. (Limited to **two (2)** pages per service category).

Public Records
Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this application (the "documents") become a public record upon submission, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

Contact
If you have a question about a specific RFP/RFQ, please refer to the RFP/RFQ contact person.

Important: SOQs must include all elements outlined above and should be kept   updated or your services may be screened out of the RFP/RFQ selection processes.