**Mandatory Qualifications Summary Form**

For any MQs taking the team as a whole

1. Complete and submit this form with Add, Delete or Substitute Contractor Personnel Request Form to confirm that the proposed staff meet the mandatory duration of experience or required number of projects. Adjust the table below to match your team’s roles.
2. List each staff member’s name next to their role (add/delete rows as needed)
3. Add the number of years for each sub-MQ, demonstrating that cumulatively they meet the MQ.

**Example**: Attachment II-C Staff Resume Table, MQ #1 “Taken as a whole, the Interaction Designer / User Researcher / Usability Tester Team shall have at least two (2) years of experience between them, in each of the following:

1. Planning and leading user research
2. Producing user requirements, specifications and experience goals
3. Planning and leading one to one task based usability testing
4. Presenting synthesis to clients

The Vendor must insert the cumulative minimum of “2” into the column “MQ 1,” in the Staff Name row, indicating that the proposed staff has met the total number of years required for this requirement.

| **[Team Role, e.g. Interaction Designer(s)/ User Researcher(s)/ Usability Tester(s)]** | **MQ**  **1a** | **MQ**  **1b** | **MQ**  **1c** | **MQ**  **1d** |
| --- | --- | --- | --- | --- |
| **[Staff Name 1]** |  |  |  |  |
| **[Staff Name 2]** |  |  |  |  |
| **[Staff Name 3]** |  |  |  |  |
| **[Staff Name 4]** |  |  |  |  |
| **[Staff Name 5]** |  |  |  |  |
| **[Staff Name 6]** |  |  |  |  |
| **[Staff Name 7]** |  |  |  |  |