

**Template T-3**  
**Bidder Project Organization and Staffing**  
**Response Template**

**IFB No: SSD-CCWIS-24-07A**

## Table of Contents

1.0	Project Organization and Staffing Plan.....	3
2.0	Summary of Bidder Key Personnel .....	3

## 1.0 Project Organization and Staffing Plan

The FODQA bidder must describe the Project Organization and Staffing Plan required to execute the proposed approach and create the deliverables required for the Project. The Plan should be a balanced complement of bidder and DHS Project resources and include discussion on how the FODQA bidder envisions interacting with other DHS contracted Vendors who may be working on one or more aspects of the CCWIS project (e.g., CCWIS Vendor, PMO Vendor, etc.). This section must include details of the FODQA bidder's team, proposed use of subcontractors, and the FODQA bidder's requirements of DHS Project resources. This section should include a visual representation of the FODQA bidder and its relationship with DHS Project staff organization with reporting structures.

Key Project Personnel identified in the bid for the Project are considered to be the core bidder resources and are therefore required to be the major participants in all Project delivery activities. If the FODQA bidder is selected, its Key Project Personnel cannot be replaced without prior DHS approval during the life cycle of the Project. If the FODQA bidder's Key Personnel includes the use of subcontractors, DHS requires the Prime bidder to be responsible for 100% of the work, as defined in this procurement.

**Instructions:** In maximum of one [1] page, provide a Staffing Plan and associated organization chart detailing the number of personnel, level, roles and responsibilities, and team reporting relationships. Show proposed bidder personnel hours by phase, by personnel level, and by role for the entire Project. Identify all Key Project Personnel for the FODQA bidder, personnel for DHS and their proposed Project roles.

<Response>

## 2.0 Summary of Bidder Key Personnel

The FODQA bidder must identify Key Personnel for the Project, as described in the IFB, including:

- Name
- Organization / Position in organization
- Proposed role on Project
- FTE
- Total Years Experience in the proposed role

**Instructions:** Complete the following Table detailing the Key Personnel identified for this Project. Add rows as necessary. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the Proposal.

**Note that Total Years Experience in Proposed Role column must meet/exceed Minimum Qualifications for Key Personnel role where indicated in the IFB.**

**Note that T-4 Staff Experience is where Minimum Qualification details are recorded.**

**Table 1. Summary Bidder Key Personnel**

NAME	ORGANIZATION/ POSITION IN ORGANIZATION (Indicate if Subcontractor)	PROPOSED ROLE ON PROJECT	FTE	TOTAL YEARS EXP IN PROPOSED ROLE
		Engagement Director / Executive		
		FODQA Project Manager		
		FODQA CCWIS Program Functional Lead	1.00	
		FODQA CCWIS Program Functional Analyst	0.50	
		FODQA Data Analyst	1.00	