

CONTRACTOR AND PERSONNEL SKILL AND QUALIFICATION SHEET

CONTRACTOR QUALIFICATION CHECKLIST: For each minimum qualification criteria, complete the last column with a Yes or No to indicate whether the Contractor meets the minimum qualification:

MINIMUM QUALIFICATION CRITERIA:	YES OR NO
1. Must have a local office in Honolulu	
2. Must be able to perform services at the DOTA worksite, Monday through Friday, at minimum from 7:45 a.m. to 4:30 p.m.	
3. Must be able to perform services after normal work hours/weekends/holidays based on arrangements with the DOTA	
4. Must comply with all security requirements while working on-site. This may include obtaining security clearance for all personnel sent to DOTA work site	
5. Must have a minimum of TEN (10) years HCL/Lotus Domino System Administrator support experience supporting multiple servers.	
6. Must have minimum of TEN (10) years of HCL/Lotus Domino Application Development support experience.	
7. Must have supported HCL/Lotus Domino infrastructure experience of 300 or more users.	

PERSONNEL SKILL: Complete the table below for each personnel resource assigned to the Contract.

REQUIREMENT	RESOUCE NAME(S)	YEARS OF EXPERIENCE (YYYY TO YYYY)	EXAMPLES OF PROVEN EXPERIENCE
1. Must be assigned to a Contractor's local office.			
2. Must possess at least TEN (10) continuous years of experience performing HCL/Lotus Domino System Administration and is HCL/Lotus certified for Domino System Administration.			
3. Must possess at least FIVE (5) continuous years of Notes application development experience and is a Certified Lotus Professional Release 6.x or higher for Application Development.			
4. Must possess at least FIVE (5) years of experience with Windows server operating system including experience in implementing backup/recovery routines using the Windows backup utility software.			

REQUIREMENT	RESOUC E NAME (S)	YEARS OF EXPERIENCE (yyyy TO yyyy)	EXAMPLES OF PROVEN EXPERIENCE
5. Must possess at least FIVE (5) years of experience upgrading HCL/Lotus Domino servers in one domain, or similar configuration with the DOTA's SYSTEM.			
6. Must possess at least TWO (2) years of experience in evaluating, designing, programming, testing, and installing application templates.			
7. Must possess at least TWO (2) years of experience interfacing Notes databases with Microsoft office software.			
8. Must possess at least TWO (2) years of experience installing and configuring multi-user Notes client software.			
9. Must possess at least TWO (2) years of experience installing and configuring Silent Install and Smart Upgrade to provision Notes client software.			