**Attachment V**

**Staffing and Organization Plan**

**Attachment V- Staffing and Organization Plan**

This Attachment defines the key staff, core staff and supplemental titles as described in Section 4.5 u, and D.3.u.

**Key staff:** The contractor must name individuals and provide resumes in its proposal that will fill the staff positions. The contractor may also supply any other supporting documentation it feels necessary to show that key staffs possess the demonstrated knowledge, skills and abilities detailed, below. Key staff must be available at the contract start date.

The Department must approve all key staff positions in advance. Should any turnover among key staff take place during the life of this contract, all replacement staff must meet the requirements of this RFP and be approved by the Department. The following organization chart defines the reporting structure for the key staff positions that are required to satisfy the requirements in this RFP.

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| **Administrative Key Staff** | **General Responsibilities** | **Qualifications/Experience** |
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| **Technical Key Staff** | **General Responsibilities** | **Qualifications/Experience** |
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| **PBM Key Staff** | **General Responsibilities** | **Qualifications/Experience** |
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**Core staff:** Core staff are key staff that do not need to be named in the contractor’s proposal. The quantity of each title and their organizational placement will be left up to the contractor based upon its experience and expertise. These staff must be shown in the Staffing and Organization Plan submitted with the proposal. This will assist the Department in ensuring that the contractor has a comprehensive understanding of the scope of this RFP.

Upon receiving a transmittal from the Department requesting certain titles and quantities the contractor must provide resumes within 30 calendar days that at a minimum meet the qualifications for the title. Core staff will be hired for the duration of the project and once assigned to the project will be governed by the requirements defined in this RFP relating to key staff.

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| **Core Staff** | **General Responsibility** | **Qualifications/Experience** |
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**Supplemental Staff**: Supplemental staff are staff that the Department, from time to time, may ask the contractor to provide over the life of the contract. The contractor must bid an hourly rate for these types of staff. Upon receipt of a transmittal from the Department requesting certain titles and quantities, the contract must provide staff that at a minimum meets the qualifications of the title.

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| **Supplemental Staff** | **General Responsibility** | **Qualifications/Experience** |
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