**SOW APPENDIX B**

**RESOURCE QUALIFICATION SUMMARY AND PRICING FORM**

**SERVICE AREA: Front End Designer**

**RESOURCE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOW # 2022-004**

The below mandatory requirements are in addition to the mandatory requirements required by the PQR for this resource role.

A Response should be completed within the specified page limits. Information in the Response such as references to website addresses where additional information can be found or technical manuals, brochures, executive summaries, or appendices submitted with the Response will not be considered.

A Response should be completed within the specified page limits. Information in the Response such as references to website addresses where additional information can be found or technical manuals, brochures, executive summaries, or appendices (with the exception of the portfolio) submitted with the Response will not be considered.

Where a project example is requested as part of a mandatory requirement or desirable provision, please include details of the project activities, work products, and project outputs. Please also indicate the candidate’s specific contributions. Proponents may use the same project to address some or all mandatory requirements or desirable provisions and may use a project described under section iii).

**i) MANDATORY REQUIREMENTS (20%)**

1. Experience developing UX artifacts, including streamlined scenarios, storyboards, wireframes, flows and interactive prototypes. A Response must list and describe, at least, one (1) project and the proposed resource’s roles, responsibilities, and contributions to the project. (half page)

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**ii) DESIRABLE REQUIREMENTS (40%)**

1. Experience working collaboratively as a Front End Designer in a cross-functional team to deliver product/assignment deliverables. A Response should list, at least, one (1) project and its duration. (half page)

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1. Experience working as a Front End Designer on a project comparable in size and complexity to the service innovation, program review, and/or digital transformation projects contemplated by this SOW. A Response must list, at least, one (1) project and its duration. (half page)

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1. Experience with agile methodology, including creating and working in agile teams, running sprints or kanban, and time boxing. A Response should list, at least, one (1) project and its duration. (half page)

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1. Experience building and maintaining component libraries/design systems. A Response should list, at least, one (1) project and its duration. (half page)

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1. Experience working in a dedicated public sector central digital office (e.g. UK Government Digital Service; Ontario Digital Service; British Columbia Government Digital Experience, GoA Digital Innovation Office). A Response should list, at least, one (1) project and its duration. (half page)

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## Project Examples (20%)

***Two (2) project/assignment examples must be provided for each proposed resource, which exemplify/demonstrate the proposed resource’s expertise in the selected service area. Questions 1 through 5 must be answered for each project example. The Evaluation Team must be able to determine which project any given answer relates to. Where the answer to a Question is the same for both projects, this must be clearly stated. It is strongly preferred that a Pre-Qualified Contractor use the below formatting when answering the Questions.***

1. Provide an overview about the project/assignment the proposed resource or the proposed resource’s team was engaged in that demonstrates expertise in the selected service area and role.

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1. Describe the sector(s) the project/assignment served.

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| --- | --- |
| Public |  |
| Private |  |
| Other (specify) |  |

1. Identify the project/assignment size.

|  |  |  |  |
| --- | --- | --- | --- |
| < $100,000.00 | $100,000.00 – $500,000.00 | $500,000.00 - $1,000,000.00 | > $1,000,000.00 |
|  | | | |

1. Provide a description of the approach for the design, development, mitigation of risk, and delivery of the project/assignment, including any special considerations with respect to methodology or processes. In providing a response consider quality assurance and communication across the cross-functional team.

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1. Provide a list of specific skills, tools, and/or technology used within the project/assignment.

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1. **PORTFOLIO (10%) (ten pages)**

In addition to the project examples set out in iii) above, the Response must include a personal portfolio of work of the proposed resource. The portfolio must include work samples with brief annotations explaining the work. The portfolio must be included with the Response. Online portfolios will not be considered.

1. **PROPOSED PRICING (10%)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Pre-Qualified Contractor proposes the following rates (Canadian funds) for completing the Services identified in the SOW. Note that rates must be inclusive of all expenses.  Please supply a rate for remote work and a rate for in-person work.  **SERVICE AREA: Front End Designer**  **RESOURCE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **RESOURCE LOCATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(indicate the city and province you are located in)**   |  |  |  | | --- | --- | --- | | **Term** | **Fixed Price Hourly Rate, inclusive of expenses** | | | **Remote** | **In-person** | | Term 1 (one (1) to twelve (12) months of the SOW) | *$ XX/Hour* | *$ XX/Hour* | | Optional Extension Period ( twelve (12) months to twenty-four (24) months) | *$ XX/Hour* | *$ XX/Hour* | | Optional Extension Period (twenty-four (24) months to thirty-six (36) months of the SOW) | *$ XX/Hour* | *$ XX/Hour* |   \*Please indicate your requested **Remote** hourly rate for each Term (1-3) above.  Synergy Loft will fill in the  In-Person rate based on your location.  **Extension**  At the Province’s discretion, the SOW may be extended for up to twenty-four (24) months, on the same terms and conditions, including pricing. |

**v) REFERENCES**

Three (3) references, for whom similar work has been performed, must be provided. The most recent reference should be listed first. Reference checks may or may not be completed to assist with scoring of the proposed resource.

The Province reserves the right to contact the stated and other references without providing prior notification to the Pre-Qualified Contractor.

**Reference #1:**

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| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #2:**

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| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |

**Reference #3:**

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| --- | --- |
| Client Organization: |  |
| Contact Person: |  |
| Street Address: |  |
| Telephone #: |  |
| Email Address: |  |