**RPA RFP - ATTACHMENT 5**

**LIST OF KEY PERSONNEL**

The Contractor’s team must be staffed with the following key personnel throughout the duration of the Contract. We at USAC would like to get to know your team as part of the RFP process. Please provide detailed information about the following key personnel, who will be written into the Contract by name:

* + *RPA Automation Project Manager / Scrum Master:* The Contractor shall designate one (1) key personnel to oversee the project and act as the day-to-day contact for USAC. This person would serve the role of an automation agile project manager. At least 10+ years of experience with project management including planning, organizing, directing, controlling and financial management. Provides overall leadership for project tasks and development of Project Deliverables. Ensures Deliverables meet project scope and project owner expectations, and provides guidance and direction to team. Interfaces with project owners and business product owners, oversees execution of scope of work. Responsible for the timeliness and budget of all Project tasks.
	+ *RPA Solution Architect:* The Contractor shall designate Key Personnel to determine system requirements and analyze different systems alternatives. This person works hand in hand with business analysts and developers to ensure solidity of design and development work. Interface with IT organization and ensures that all security best practices are followed and that the IT infrastructure is ready and compatible for robots deployment and maintenance. At least 10+ years of extensive expertise in two or more technology domains (workflow analysis, network/infrastructure, virtual infrastructure, data, applications/middleware, etc.); fluency in all general technologies. Demonstrated experience with FISMA/NIST compliance. Requires executive-level interpersonal, verbal, written, and presentation skills. Demonstrated ability to apply analytical skills and substantial experience in solving new problems within well-defined, loosely defined and implicit constraints.
	+ *RPA Developer*: The Contractor shall designate one (1) Key Personnel who will interact with the business stakeholders and subject matter experts to elicit requirements. The RPA developer builds user stories, and participates in UAT, transition planning, early life support and postproduction.
	+ **Professional Services Option** - *Operations Manager* - The Contract shall designate one Key Personnel who will manage the Verification processing manual operations. The Operations Manager will oversee the staff reviewing manual Verification and will ensure quality, accuracy and timely completion of Verification reviews, issuance of carrier closure reports, and Operations reporting.

Vendor shall propose additional key personnel who are key to the successful implementation of proposed solution.