<u>Instructions</u>

1. See the Instructions in the solicitation for more detail.

2. Create one Excel worksheet per resource.

3. Insert one gray requirement line per requirement, indicating the requirement source, the source number, and the requirement text.

4. For each requirement, insert columns as necessary to include adequate examples.

5. Fill out each example completely. Do <u>not</u> enter cross references with "see *xyz* " where *xyz* is an external document, or different line in this worksheet.

In case of conflicting instructions, ask for a clarification from the TO Requesting Agency.

Attachment 5A - Form TM1 - Requirements Qualification Traceability Matrix					
	CATS+ TORFP # F50B4400026				
Failure to follow the instructions on the instructions tab and in TORFP may result in the the TO Proposal being considered not susceptible for award.					
Name:	Resource #1				
Job Title (as listed in TORFP):	VoIP Project Manager				
Proposed CATS+ Labor Category:	<insert proposed CATS+ Labor Category>				
Master Contractor Name	<insert Master Contractor name>				

A. CATS+ Master Contract Minimum Requirements

Source of Requirement:	CATS+ Master Contract Labor Category Requirement (Section 2.10 from CATS+ Master Contract)				
	Examples (Add additional columns if needed to meet minimum qualifications)				
<Master Contractor to insert Requirement text here with Master Contract RFP requirement ID/reference. Add a new line for each requirement.>	Example Number: 1	2	3	4	5
	Number of months: <insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>
	Number of years: (auto-calculated) *Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*
	Date From: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Date To: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Organization Name: <insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>
	Title: <insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>
	Role: <insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>
	Details: <insert details>	<insert details>	<insert details>	<insert details>	<insert details>
<Master Contractor to insert Requirement text here with Master Contract requirement ID/reference. Add a new line for each requirement.>	Example Number: 1	2	3	4	5
	Number of months: <insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>
	Number of years: *Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*
	Date From: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Date To: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Organization Name: <insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>
	Title: <insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>
	Role: <insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role.>
	Details: <insert details>	<insert details>	<insert details>	<insert details>	<insert details>

B. TORFP Minimum Requirements					
Source of Requirement	**<TORFP Minimum requirement source and requirement ID/reference>**				
	Examples				
<Master Contractor to insert Requirement text here with TORFP requirement ID/reference. Add a new line for each requirement.>	Example Number: 1	2	3	4	5
	Number of months: <insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>
	Number of years: (auto-calculated) *Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*
	Date From: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Date To: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Organization Name: <insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>
	Title: <insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>
	Role: <insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>
	Details: <insert details>	<insert details>	<insert details>	<insert details>	<insert details>
<Master Contractor to insert Requirement text here with requirement ID/reference. Add a new line for each requirement.>	Example Number: 1	2	3	4	5
	Number of months: <insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>	<insert number of months>
	Number of years: *Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*	*Master Contractor to calculate number of months and insert in cell above*
	Date From: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Date To: <mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Organization Name: <insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>
	Title: <insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>
	Role: <insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>
	Details: <insert details>	<insert details>	<insert details>	<insert details>	<insert details>

C. Other Personnel Requirements (as listed in TORFP)					
Source of Requirement	<TORFP other requirement source and reference>				
	Examples				
<Master Contractor to insert Requirement text here with TORFP ID/reference. Add a new line for each requirement.>	Example Number:	1	2	3	4	5
	Date From:	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Date To:	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>	<mm/yy>
	Organization Name:	<insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>	<insert organization name>
	Title:	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>	<insert job or certification title. Leave blank for education. Include project name if this example is for a particular project>
	Role:	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>	<insert role performed at organization/project for this example. Leave blank for education and certification. If role and job title aren't the same, use the role performed in this example. For instance, a Business Analyst job title might have performed a Project Manager role in this example.>
	Details:	<insert details>	<insert details>	<insert details>	<insert details>	<insert details>

The information provided on this form is true and correct to the best of my knowledge:

Master Contractor Representative:

Print Name	Signature		Date		

Proposed Individual:

Signature			Date		

SUBMIT WITH TO PROPOSAL AS INSTRUCTED IN TORFP SECTION 3.