

PART IV- REPRESENTATIONS AND INSTRUCTIONS
SECTION L- INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR
RESPONDENTS

Appendix L 4- Key Person Resume Contents

Name of Key Person:

Name of Offeror:

Proposed Position with Offeror:

Name of Company with whom Key Person will be Employed:

Duties and Responsibilities in Proposed Position:

Education: (Provide degree(s) earned, discipline(s), year(s) degree(s) attained, and institution(s); if degree is incomplete, identify the number of hours earned towards degree.)

Experience: (Résumés shall describe how work experience relates to contract scope and the individual's capability to function effectively in the proposed position. Offerors may wish to address specific information on the qualifications, experience, and demonstrated performance relevant to the proposed position, including individual leadership qualities and any relevant technical expertise. Starting with current position and working backwards: identify name and address of employer, dates of employment, position titles, and name, title, and phone number of supervisor, if known.)

Citizenship: (Include any dual citizenship, if applicable)

Professional Affiliations, Registrations, Certifications, and Licenses: (List relevant Professional Affiliations, Registrations, Certifications, and Licenses)

Publications, Awards, Honors, and Professional Recognition: (Please list if applicable, but do not attach copies)

Professional Development: (Attach a list of all special/job related training, if applicable.)

Three References: (Name, title, company/organization, address, phone number, and e-mail address.)

Letter of Commitment: A letter or statement signed by the proposed key person should be attached to or included in each resume, which attests to the following:

1. Certify that all of the information contained in the resume submitted is true and correct.
2. Agreement that if the Offeror is awarded the contract, that the proposed key person agrees to accept the proposed position and perform in the position for at least ___ years after the award date.