

# **ATTACHMENT L - 1 KEY PERSONNEL RESUME**

Complete one (1) Key Personnel Resume form for each person proposed as a key person (“Key Person”) in the performance of services under the Financial Services Contract and related Task Order. The resume shall not exceed three (3) pages and does not count toward the page limitation. Please include the following information with respect to each Key Person:

1. Name
2. Education
  - a. Degrees, dates, majors, schools
  - b. Other education or training and dates
  - c. Licenses, certifications, or professional designations (locations)
3. Proposed assignment: Task Order, title and organizational element
4. Current position and beginning date
5. Current significant responsibilities or projects
6. Number and type of employees supervised
7. Immediate supervisor’s name, address, telephone number and employer. (Indicate if current supervisor may be contacted)
8. Provide two (2) customer references, including address and telephone number
9. Previous positions (last five (5) years)
  - a. Firm and period of employment
  - b. Significant experience
  - c. Number and type of employees supervised
  - d. Specific projects
  - e. Immediate supervisor’s name, address, telephone number and employer (indicate if supervisor may be contacted)
  - f. Provide two (2) customer references, including address and telephone number
10. Professional activities and achievements (e.g., awards, significant publications, professional societies, significant achievements)
11. Unique qualifications (summarize any relevant unique experience, education, or personal characteristics that may not be evident from the above information)
12. Percentage time dedicated to this Contract if less than full commitment
13. Proposed alternate key personnel if commitment is contingent on outcome of another competition