

**KEY PERSONNEL RESUME ELEMENTS**

1.	Name of Offeror:
2.	Name of Key Person:
3.	Proposed Position:
4.	Duties and Responsibilities in Proposed Position including elements of SOW assigned:
5.	Chronological Work History: Start with current position and work backwards. A. Name and Address of Firm: B. Position(s) Held: C. Dates of Employment: D. General Summary of Responsibilities: Provide a concise description of major duties and responsibilities for each job relevant to the proposed position. Address specific experience as it relates to managing a program of the nature, size, and complexity of the proposed work.
6.	Education: Provide degree(s) attained; discipline(s); year(s) degree(s) attained; and institution(s).
7.	Explanation of how the individual’s education and experience have prepared him/her for the proposed duties and responsibilities of the proposed position.
8.	Professional credentials that are relevant to the individual's proposed position.
9.	Signed 3-Year Letter of Commitment (Attachment L-3b)

**Also address the following information in each resume as applicable:**

- 1. Describe the Program Manager's program management and leadership experience, including simultaneous oversight and direction of multiple projects. Include any experience with international projects.**
  
- 2. Describe the Implementation and Sustainability Program Manager's program management and leadership experience, including the implementation of technical design and construction projects. Include any experience with in-country management of international projects and large-scale transportation facilities, such as airports and seaports.**
  
- 3. Describe the Contracts Manager's contract management experience. Include any experience in contracting with the US Government, foreign governments and companies, and managing complex international contracts or subcontracts.**

**Only a single person in each role will be considered. Exhibits submitted for additional personnel will be removed and not considered.**

**Each resume shall be limited to 3 pages and the letter of commitment shall be limited to 1 page for a total page count of 4 pages.**