

General Instructions:

- All positions of the Offeror's Management Team must be identified on this sheet.
- If needed, additional rows may be added to ensure all members of the team are included.
- The Government will use the highest amounts of compensation identified in the range for evaluation purposes.

Note: All forms of reimbursable compensation are subject to review and approval post contract award. Bonuses, Incentive pay plans and Deferred Compensation plans are subject to approval in accordance with Section J, Appendix A, Ch. III. Human Resources, 5.2.3, 5.2.4 and 6.1.1 respectively.

For Key Personnel positions:

- The Offeror shall list all employees by name and
- Each column must be completed in accordance with the definitions provided.

For Management Team positions (other than Key Personnel):

- If a member of the team has been identified, all columns of the worksheet must be completed, except for name.
- If a member of the team has not been identified, the Offeror must provide the compensation ranges for all forms of eligible compensation associated for the proposed position.
- Each column must be completed in accordance with the definitions provided.

Definitions of items to be included in the worksheet

Name	
Title	Title of position, consistent with the Offeror's organizational structure proposed.
Key Personnel (Y/N)	Y if individual is designated as a Key Person. N if individual is not designated as a Key Person.
Reimbursable Annual Base Salary	Cash compensation an employee will receive for a one year period.
Reimbursable Incentive Pay and bonuses	Include reimbursable amount of incentive Pay/Bonuses, an employee is eligible to receive under an established incentive/bonus plan or policy for the one year period.
Reimbursable Deferred compensation	"Deferred compensation" means an award made by an employer to compensate an employee in a future cost accounting period or periods for services rendered in one or more cost accounting periods before the date of the receipt of compensation by the employee. This includes any contributions to non-qualified pension plans, including employer contributions to executive only pension plans such as Supplemental Executive Retirement Plans, Excess Benefit Plans or Top Hat pension plans.
Reimbursable Employer contributions to Employee Stock Ownership Plans (ESOPs)	An ESOP is a stock bonus plan designed to invest primarily in the stock of the employer corporation. The contractor's contributions to an Employee Stock Ownership Trust (ESOT) may be in the form of cash, stock, or property.
Reimbursable Employer Contributions to Defined Contribution Pension Plans	Allowable pension contributions an employee may receive under an established defined contribution pension plan. The amount included is the net contribution required to be made for a future cost accounting period.
Current Annual Base Salary	Cash compensation an employee receives prior to obtaining a position with the Offeror.
Current Total Annual Compensation	Total compensation an employee receives prior to obtaining a position with the Offeror.

