

**ATTACHMENT 1A
RFR RESUME FORM**
RFR # R00B7400054

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category for each proposed candidate described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each Labor Category for each proposed candidate.

Labor Category Analyst, Research
(from Section 1 of the RFR)

Candidate Name:

Master Contractor:

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts with the most recent experience first; do not include non-relevant experience.

[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	
<add lines as needed>	

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
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<add lines as needed>

**LABOR CATEGORY PERSONNEL RESUME SUMMARY
(ATTACHMENT 1A CONTINUED)**

**"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?
LABOR CATEGORY TITLE – Analyst, Research	
Requirement	Candidate Relevant Experience *
Education: 1. High School Diploma or Associate's Degree in Business, or related field.	Education: 1.
General Experience: 1. A minimum of one (1) year of work or equivalent education experience in a research analyst role.	General Experience: 1.
Specialized Experience: 1. At least one (1) year of experience word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures. 2. At least one (1) year of experience implementing reports, analyses and research briefs to be used for decision-making that are relevant and timely and can be used for program evaluation. 3. A minimum of one (1) year of experience using software tools to create reports, dashboards, analyses, or research briefs utilizing education data.	Specialized Experience: 1.

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

Master Contractor Representative:

_____ Signature _____ Date _____

Proposed Individual:

_____ Signature _____ Date _____

Instruction: Sign each form.

**ATTACHMENT 1B
RFR RESUME FORM**

RFR # R00B7400054

Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category for each proposed candidate described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each Labor Category for each proposed candidate.

Labor Category Analyst, Research
(from Section 1 of the RFR)

Candidate Name:

Master Contractor:

E. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

F. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Starts with the most recent experience first; do not include non-relevant experience.

[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	
<add lines as needed>	

G. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

H. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email

<add lines as needed>

**LABOR CATEGORY PERSONNEL RESUME SUMMARY
(ATTACHMENT 1B CONTINUED)**

**"Candidate Relevant Experience" section must be filled out. Do not enter "see resume" as a response.

Proposed Individual's Name/Company:	How does the proposed individual meet each requirement?
LABOR CATEGORY TITLE – Analyst, Research	
Requirement	Candidate Relevant Experience *
Education: 1. High School Diploma or Associate's Degree in Business, or related field.	Education:
General Experience: 2. A minimum of one (1) year of work or equivalent education experience in a research analyst role.	General Experience:
Specialized Experience: 3. At least one (1) year of experience word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures. 4. At least one (1) year of experience implementing reports, analyses and research briefs to be used for decision-making that are relevant and timely and can be used for program evaluation. 5. A minimum of one (1) year of experience using software tools to create reports, dashboards, analyses, or research briefs utilizing education data.	Specialized Experience:

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

Master Contractor Representative:

_____ Signature _____ Date _____
 Print Name

Proposed Individual:

_____ Date _____
 Signature

Instruction: Sign each form.