Appendix 4. - Labor Classification Personnel Resume Summary

**INSTRUCTIONS:**

1. For each person proposed, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements.

For example: If you propose John Smith, who is your subcontractor, and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith’s name and the subcontractor’s company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as three months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement; in this case, three months.

1. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.
2. For this TORFP,
3. Master Contractors shall comply with all personnel requirements defined under the Master Contract RFP 060B2490023.
4. Master Contractors shall propose the CATS+ Labor Category that best fits each proposed resource A Master Contractor may only propose against labor categories in the Master Contractor’s CATS+ Master Contract Financial Proposal.
5. A Master Contractor’s entire TO Technical Proposal will be deemed not susceptible for award if any of the following occurs:
   1. Failure to follow these instructions.
   2. Failure to propose a resource for each job title or labor category identified in the TORFP as a required submission.
   3. Failure of any proposed resource to meet minimum requirements as listed in this TORFP and in the CATS+ Master Contract.
   4. Placing content on the **Minimum Qualifications Summary** that is not also on the **Personnel Resume Summary**. *The function of the* ***Minimum Qualifications Summary*** *is to aid the agency to make a minimum qualification determination. Information on the* ***Minimum Qualification Summary*** *must correspond with information on the* ***Personnel Resume Summary*** *and shall not contain additional content not found on the other form.*
6. Complete and sign the **Minimum Qualifications Summary (Appendix 4A)** and the **Personnel Resume Form (Appendix 4B)** for each resource proposed. Alternate resume formats are not allowed.
   1. The **Minimum Qualifications Summary** demonstrates the proposed resource meets minimum qualifications for the labor category, as defined in the CATS+ RFP Section 2.10, and any additional minimum requirements stated in this TORFP. For each minimum qualification, indicate the location on the **Personnel Resume Form (Appendix 4B)** demonstrating meeting this requirement.

Only include the experience relevant to meeting a particular minimum qualification. Every skill must be linked to specific work experience and/or education. The **Minimum Qualification Summary** shall not contain content that cannot be correlated to the **Personnel Resume Summary**.

Every experience listed on the **Minimum Qualifications Resume Summary** must be explicitly listed with start and stop dates. Where there is a time requirement such as three months’ experience, you must provide the dates from and to showing an amount of time that equals or exceeds the mandatory time requirement; in this case, three months. Note: Overlapping time periods shall only count once against a specific minimum qualification (i.e., a minimum qualification may not be met by listing two examples occurring during the same time period.).

* 1. The **Personnel Resume Form** provides resumes in a standard format. Additional information may be attached to each **Personnel Resume Summary** if it aids a full and complete understanding of the individual proposed.

**4A MINIMUM QUALIFICATIONS SUMMARY**

CATS+ TORFP #J02B0600055

*All content on this form must also be on the Personnel Resume Form.  
ONLY include information on this summary that supports meeting a minimum qualification.*

|  |  |
| --- | --- |
| Proposed Individual’s Name and Company/SubContractor: | List how the proposed individual meets each requirement by including a reference to relevant entries in Form Appendix 4B |
| LABOR CATEGORY TITLE – (INSERT CATS+ LABOR CATEGORY NAME) | |
| Education:  Insert the education description from the CATS+ RFP from Section 2.10 for the applicable labor category | (Identify school or institution Name; Address; Degree obtained and dates attended.) |
| Generalized Experience:  Insert the generalized experience description from the CATS+ RFP from Section 2.10 for the applicable labor category  Provide dates in the format of MM/YY to MM/YY | (Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Generalized Experience.)   |  |  |  | | --- | --- | --- | | FROM | TO | Job Title and Company | |  |  |  | | Match to Form Appendix 4B: | | <insert cross-reference(s) to the full description on Form 4B> | |
| Specialized Experience:  Insert the specialized experience description from the CATS+ RFP from Section 2.10 for the applicable labor category  Provide dates in the format of MM/YY to MM/YY | (Identify specific work experiences from the resume that illustrate compliance with the Master Contract RFP Labor Category requirements for Specialized Experience.)   |  |  |  | | --- | --- | --- | | FROM | TO | Job Title and Company | |  |  |  | | Match to Form Appendix 4B | | <insert cross-reference to the full description on Form 4B> | |
| TORFP Additional Requirements  Minimum qualifications and required certifications as defined in Section 2.1 of this TORFP.  Provide dates in the format of MM/YY to MM/YY |  |

The information provided on this form for this labor class is true and correct to the best of my knowledge (Signatures must be included):

|  |  |  |
| --- | --- | --- |
| **Master Contractor Representative:** |  | **Proposed Individual:** |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Printed Name: |  | Printed Name |
|  |  |  |
| Date |  | Date |

**4B. Labor Classification Personnel Resume Summary**

TORFP #J02B0600055

|  |  |
| --- | --- |
| Instructions: Enter resume information in the fields below; do not submit other resume formats. Submit one resume for each proposed resource | |
| Candidate Name: |  |
| TO Contractor: | (offerorCompanyName) |

**Education / Training**

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

**Relevant Work Experience**

Describe work experience relevant to the Duties / Responsibilities and Minimum Qualifications described in the TORFP. Starts with the most recent experience first; do not include non-relevant experience.

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

**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> |  |  |  |

Personnel Resume Summary (Continued)

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

**References**

List persons the State may contact as employment references

|  |  |  |  |
| --- | --- | --- | --- |
| Reference Name | Job Title or Position | Organization Name | Telephone / E-mail |
|  |  |  |  |
| <add lines as needed> |  |  |  |

|  |  |
| --- | --- |
| Proposed Individual’s Name/Company Name: | How does the proposed individual meet each requirement? |
| LABOR CATEGORY TITLE: | *Offeror to Enter the Labor Category Name* |
| Requirement (See Section 2.10) | Candidate Relevant Experience \* |
| Education:  [Insert the education description from Section 2.10 for the applicable labor category] | Education: |
| Experience:  [Insert the experience description from Section 2.10 for the applicable labor category] | Experience: |
| Duties:  [Insert the duties description from Section 2.10 for the applicable labor category] | Duties: |

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

|  |  |  |
| --- | --- | --- |
| TO Contractor Representative: |  | Proposed Individual: |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Printed Name: |  | Printed Name |
|  |  |  |
| Date |  | Date |

**Sign each Form**

**THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

**THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**