**ATTACHMENT 17: KEY PERSONNEL RESUME SUMMARY TEMPLATE**

**INSTRUCTIONS:**

Complete one Key Personnel Resume Summary for each team member to document how the proposed team member meets each of the minimum requirements for each Key Personnel position, as outlined in RFP section 4.3.2.1 (Key Personnel). Respondent must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement for each minimum qualification.

|  |  |
| --- | --- |
| Team Member Name: |  |
| Respondent: | *(Respondent, Subcontractor or Third Party name)* |
| Time Commitment: | *(provide the time commitment for each team member)* |
| Level of Commitment: | *(Indicate the level of their commitment to other projects, if any)* |

|  |  |
| --- | --- |
| Proposed Team Member’s Name/Company Name: | How does the proposed team member meet each requirement? |
| KEY PERSONNEL TITLE: | *Respondent to Enter the Key Personnel role title* |
| Experience (See RFP Section 4.3.2.1 (Key Personnel) for examples of desired qualifications and experience):  \*Experience sections must be filled out. Do not enter “see resume” as a response. | |
| Team Member Relevant Experience\*: | |
| Overall Experience\*: | |
| Role-specific Experience\*: | |
| Proposed Tax COTS Solution Experience\*: | |

**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 RFP. 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> |  |  |  |