

Section L, Attachment D

Key Personnel Resume Instructions

The Offeror shall propose Key Personnel in accordance with L-15(b)(2) and(c)(2). The limit on Key Personnel is for proposals. The Offeror shall ensure that all Key Personnel are proposed to be employees of the Offeror in accordance with Section H, Clause H-35 *Key Personnel*, paragraph (d). The Offeror shall submit written resumes addressing the elements described below, for all 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 the Statement of Work assigned:
5. Chronological Work History: Start with current position and work backwards. A. Name and Address of Firm: B. Dates of Employment: C. Position(s) Held: D. Name, Title, Phone Number, and Email of Supervisor: E. General Summary: <i>Address the Key Person's experience in leading and/or managing work of similar size, scope, and complexity to the position proposed.</i>
6. Education: List degree(s); Discipline(s); Year(s); and Institution(s)
7. Citizenship:
8. Level of Security Clearance (if any):
9. References: <i>Name, title, address, current telephone number, e-mail. The proposed Key Personnel should list three references. It is the Government's preference that Offerors provide references that are not currently Federal employees</i>
Signature of Key Person:
Include the following statement: By submission of this information, the Key Person and Offeror authorize DOE/NNSA to contact references, previous employers, and other sources.

The Offeror shall also complete and submit Section L, Attachment B - *List of Key Personnel*, with the names and titles of the proposed Key Personnel. This will be incorporated into the resulting contract at Section J, Appendix F – *List of Key Personnel*. Each resume shall be limited to five (5) pages, except for the top official's resume, which shall be limited to seven (7) pages. Resumes shall comply with the formatting instructions in L-12(e). No cover page for resumes is required or desired, however if a cover page is included with a resume, the cover page will count against the page limit and will be evaluated as though it is part of the resume. The Government will not evaluate information contained on pages that exceed the page limits.