**PROPOSED KEY PERSONNEL REsume Template**

The Offeror must submit resumes of all proposed key management and key personnel identified in its proposal, as noted in Section 5 – Technical Proposal Requirements. All Offerors are required to use the template below when providing the resumes of key personnel. Information that is included as a part of this template should be relevant to the services requested in this RFP and should outline proposed personnel’s knowledge and experience working with Medicaid programs. The template may be modified to account for additional experience exceeding the amount of spaces provided, however the format must remain consistent with the template.

| **Name** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title, Company** | | | | | | | | | | |
| **NOTE: If the proposed personnel is in a key management position complete the Management Summary section and the Relevant Supervisory Experience section** | | | | | | | | | | |
| **MANAGEMENT SUMMARY**  Summarize your experience in managing large-scale contractual services projects and other management experiences, as they relate to the services requested in this RFP | | | | | | | | | | |
|  | | | | | | | | | | |
| **RELEVANT PROJECT EXPERIENCE**  (order in reverse chronological order – most recent first) | | | | | | | | | | |
| **1.** | **Insert Client Name Here** | | | | | | | | **mm/yyyy—mm/yyyy**  **(Project Lifespan)**  **mm/yyyy—mm/yyyy**  **(Individual assignment if different)** | |
| **Insert Project Name Here** | | | | | | | | | | |
|  | | **Title on Project:** | | | Your title on the project here | | | | | |
| **Project Description:** | | | The overall description of the project here | | | | | |
| **Responsibilities:** | | | Your responsibilities on the project here | | | | | |
| **FTE Equivalent**  **(i.e full-time, part-time, %, as needed)** | | |  | | | | | |
| **2.** | **Insert Client Name Here** | | | | | | | | **mm/yyyy—mm/yyyy**  **(Project Lifespan)**  **Mm/yyyy—mm/yyyy**  **(Individual assignment)** | |
| **Insert Project Name Here** | | | | | | | | | | |
|  | | **Title on Project:** | | | Your title on the project here | | | | | |
| **Project Description:** | | | The overall description of the project here | | | | | |
| **Responsibilities:** | | | Your responsibilities on the project here | | | | | |
| **FTE Equivalent** | | |  | | | | | |
| **3.** | **Insert Client Name Here** | | | | | | | | **mm/yyyy—mm/yyyy**  **(Project Lifespan)**  **mm/yyyy—mm/yyyy**  **(Individual assignment)** | |
| **Insert Project Name Here** | | | | | | | | | | |
|  | | **Title on Project:** | | | Your title on the project here | | | | | |
| **Project Description:** | | | The overall description of the project here | | | | | |
| **Responsibilities:** | | | Your responsibilities on the project here | | | | | |
| **FTE Equivalent** | | |  | | | | | |
| **RELEVANT SUPERVISORY EXPERIENCE** | | | | | | | | | | |
| **Position** | | | | **Details** | | | | **# of Individuals Supervised** | | |
|  | | | |  | | | |  | | |
|  | | | |  | | | |  | | |
| **EMPLOYMENT HISTORY** | | | | | | | | | | |
| **Company Name** | | | | | | | | | | **Dates of Employment** |
|  | | | | | | | | | | mm/yyyy—Present |
|  | | | | | | | | | | mm/yyyy—mm/yyyy |
| **EDUCATION** | | | | | | | | | | |
| **Institution Name and Address** | | | | | | **Date of Completion** | **Degree/Field** | | | |
|  | | | | | |  |  | | | |
|  | | | | | |  |  | | | |
| **TRAINING / CERTIFICATIONS –** Please also include dates of completion | | | | | | | | | | |
| MCSE, PMP, for example | | | | | | | | | | |
| **SPECIAL SKILLSETS** | | | | | | | | | | |
| **Program Knowledge:** | | | What areas are you particularly knowledgeable about? | | | | | | | |
| **Hardware:** | | | What IT hardware do you have special training/experience in, if any? | | | | | | | |
| **Software:** | | | Specialized skills—MS Project, Visio, AutoCAD, PeopleSoft, SAP, FileNet, etc. | | | | | | | |
| **Databases:** | | |  | | | | | | | |