

Attachment 4

Staffing Plan and Resumes

<current date>

<Offeror's legal company name>

<company street address>

<company city, state, zip>

<company phone>

<company fax>

<Company Logo Here>

Table of Contents

Key Personnel Profiles and References	1
<Person Name>, <Project Role>	2
<Person Name>, <Project Role>	3
<Person Name>, <Project Role>	4
<Person Name>, <Project Role>	5
<Person Name>, <Project Role>	6
<Person Name>, <Project Role>	7
<Person Name>, <Project Role>	8
Staffing Plan	9

Key Personnel Profiles

Offerors are required to complete a profile form for each of the key personnel, including subcontracted staff, who are proposed for this project. Profile summary information includes: the names, proposed role on this project, years of relevant experience, description of relevant experience, and two references;

Note: Add additional profile sheets as necessary. When done entering information, place your cursor within the table of contents on the previous page and press F9 to update.

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

<Person Name>, <Project Role>

<i>Professional associations and certifications:</i>	
<i>Number of years of relevant experience in the proposed project role:</i>	
<i>Description of relevant experience:</i>	

Staffing Plan

Offerors are required to complete a staffing plan that provides the following:

- identifies individual resources assigned to each of the project activities
- describes the strategy that will be used to acquire human resources with the appropriate skills to staff the project
- provides a description of how the offeror proposes to utilize the proposed key staff members and additional staffing to meet the obligations of this engagement as described in this RFP
- includes an estimate of total effort hours contributed by each of the key personnel to each task and an estimate of total effort hours for each task
- describes the strategy that will be used to acquire human resources with the appropriate skills to staff the project
- If sub-consultants are to be used, the staffing plan describes the specific need for the expertise and describe the arrangements
- describes the offeror's plan for phasing project personnel into the effort and the level of interaction contemplated with NYSDOT
- indicates the degree to which it is anticipated that staff will be located on site at the NYSDOT offices. Any work to be conducted off site must be so indicated. The staffing plan should include a staffing schedule for each phase of the project.