

Appendix C

Experience Summaries Requirements (Finalists only)

Include brief experience summaries of each person who will provide any of the services described in **Appendix B (Statement of Work)**.

Experience summaries should include the following items to show the background for each employee that may provide any of the services outlined in the SOW:

- Employee Name
- Date Hired by Proposer's Company
- Current Position (Title) and Primary Responsibilities
- Education/Training:
 - Degree, Name of Institution of Higher Education or Technical School, Completion Dates.
 - Current Enrollment in Degree or Technical Training Program – *Optional*.
 - Proposer may wish to include this information to show the ongoing education or training programs of their current employees.
 - Include Degree/Program Name, Name of Institution of Higher Education or
 - Technical School, Credits Completed, Anticipated Graduation Date.
- Technical Certifications relevant to technical support for Proposer's system.
- Positions held at Proposer's Company with Start and End Dates.
- Prior Experience (with other employers).
 - List Company, Last Position Held, and Beginning/Ending Dates of Employment.
- Professional Awards/Recognition – Name of Award/Recognition and Date Received.

Note:

Proposers may choose to limit their experience summaries to a maximum number of years that it has determined sufficiently conveys the ***depth of experience of each employee that may provide any of the services outlined in the SOW.***