

**Electronic Benefits Transfer (EBT)
Request for Proposal (RFP)**

Appendix 11

**Key Personnel Experience Reference Form, and Resume
Format**

Key Personnel Experience and Reference Information

Offerors must complete this form for all individuals proposed to fill key personnel positions proposed in the Electronic Benefits Transfer (EBT) RFP. The three references provided must be from client company(s) external to the Offeror’s organization and must have direct knowledge of the candidate’s experience. The NCS reserves the right to contact the staff references, or any other interested party, that can validate the relevant information provided by the Offeror.

Candidate Information:

1. Candidate Name:
2. Proposed Title (Must coincide with information provided on the Project Team Resource Chart provided below.
3. Candidate’s Current Employer: (If the candidate is not a direct employee of the Offeror or a proposed subcontractor of the Offeror, a Letter of Intent to Accept Employment must be included per Section 13.4.2 of the RFP.)
4. Candidate’s Education: (Using the template below, provide all relevant education)

Candidate Education Template

Candidate Name:	
(a) Name of Institution:	
(b) Degree or Certificate Received	(c) Date of Degree or Certificate

5. Candidate’s Professional Experience Template. Complete the template below for all experience.

Candidate’s Professional Experience Template

Candidate Name:	
(a) Provide the name of the Engagement or Project:	
(b) Provide the Candidate’s direct employer during the Engagement or Project:	
(c) Provide the beginning and end Dates of Engagement or Project:	(d) Provide the Candidate’s Job Title / Role in the Engagement or Project:
(e) Provide the name of the Client Company for the Engagement or Project:	
(f) Provide the Name of the Client Company Reference Contact. This contact must have direct knowledge of the candidate’s role and performance during the engagement or project. This contact may not be an individual within the Offeror’s organization.	

(g) Provide the current mailing address for the Reference Contact:
(h) Provide the current telephone number for the Reference Contact:
(i) Provide the current email address for the Reference Contact:

**The Offeror is responsible for ensuring that all of the addresses and telephone numbers for the Reference Contact Person are current and that the Reference Contact Person provided is available and willing to provide prompt response to NCS inquiries.*

***If an Offeror is requesting NCS staff to be a reference for Appendix 11, forward any such requests in writing to the Procurement Point of Contact identified in Section 2.2.1 of the RFP. The Procurement Point of Contact will correspond and communicate between the Offeror and the individuals in the NCS and will forward such requests to the appropriate party. The appropriate party will respond back to the Offeror through the Primary Point of Contact at otda.sm.cees.ebt.procurement@otda.ny.gov.*

Electronic Benefits Transfer (EBT) Project Team Resource Chart

Please provide the information for the required Key Personnel. Add additional key Personnel as necessary to support the proposal.

Direct Employee? Yes/No If No, State Employer	Name	Title (Key Personnel)	Years of Relevant Experience	List Type of Experience	Is Position Considered Key Personnel Yes/No	# of Hours on Project (Full-Time or Part-Time)

Sample Resume Format	
<i>Name</i>	
<i>Present Title</i>	
<i>Percent of Time Expected to Devote to the NCS EBT Project:</i>	
<u>Professional Experience: 5-Year History</u>	
<u>Relevant Job 1:</u>	
<i>Employed from/to (month & year):</i>	
<i>Title:</i>	
<i>Employer Name and Current Phone Number:</i>	
<i>Employer Address:</i>	
<u>Specific Project A</u>	
<i>Customer Name:</i>	
<i>Brief Project Description:</i>	
<i>Time Period Individual was on Project:</i>	
<i>Tasks Performed:</i>	
<i><u>Continue with projects B, C, etc. as needed</u></i>	
<u>Continue with relevant jobs #2, 3, etc.</u>	
<u>Educational Background</u>	
<i>School Name (schools attended after high school):</i>	
<i>Location:</i>	
<i>Dates of Attendance (month/year):</i>	
<i>Type and Date of Degree Received:</i>	
<u>Specialized Training</u>	
<i>Type and Dates Attended (month/year):</i>	
<u>References</u>	
<i>Provide the following information for contact person(s) for each relevant governmental and commercial engagement</i>	
<i>Name:</i>	
<i>Position:</i>	
<i>Current Telephone Number:</i>	
<i>Relationship/Project Name:</i>	