Personnel

Please prepare responses for each of the following in the space provided.

\*NOTE – Proposers using multiple firms to complete tasks must identify a primary firm as lead entity responsible for providing materials, negotiating contract terms, and serving as point of contact for the entire project.

1. Please provide your staff capacity for meeting the City’s requirements.

1. Identify the Key Employees who are likely to be assigned to this contract if your proposal is selected. [NOTE: Key Employee(s) must be committed to the contract duration, and may not be removed or substituted without the City's prior written consent.]

1. For each of the Key Employee(s), provide a resume and/or summary with at least the following background information: a. Description of relevant experience. b. Years of employment with the business/firm. c. City and State of residence. d. State time commitment on other accounts. e. Applicable professional registrations, education, certifications, and credentials.

1. Please comment on the ability of your business/firm to sustain the loss of Key Employee(s).

1. Provide a staffing plan for the contract including the locations of the positions.

1. Provide an organizational chart for the assigned staff.

1. Provide a plan to address vacations, sicknesses and absences.