

## Attachment 6.6 - Staffing Plan and Resumes

<current date>

<Bidder's legal company name>

<company street address>

<company city, state, zip>

<company phone>

<company fax>

### Staffing Plan

*Bidders 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 bidder 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 bidder's plan for phasing project personnel into the effort and the level of interaction contemplated with NYSDOT
- includes a staffing schedule for each phase of the project.

### Resumes

*Bidders 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>	

