**CONTRACTOR TECHNICAL SKILL CHECKLIST**

CONTRACTOR/FIRM NAME: **XYZ Inc.**

JOB TITLE: **Position # 2 PA II**

PROPOSED CONSULTANT NAME **John Smith**

**NOTE:** CANDIDATES WHO DO NOT MEET THE MINIMUM TECHNICAL / DESIRABLE REQUIREMENTS WILL BE CONSIDERED NON-RESPONSIVE.

|  |  |  |  |
| --- | --- | --- | --- |
| Technical Skill/Expertise | Actual # of Years Experience | Dates of  Employment | Where Employed |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

THE FOLLOWING NON-TECHNICAL / TECHNICAL EXPERIENCE IS DESIRABLE BUT NOT REQUIRED:

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Technical Skill/Expertise | Actual # of Years Experience | Dates of Employment | Where Employed |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

Use additional sheets if necessary. Provide a Checklist for each proposed candidate.

ATTACHMENT 1: CONTRACTOR TECHNICAL SKILL CHECKLIST – continued, Page 2

**REFERENCES:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XYZ Inc.

Resume for John Smith

Position # 2