

**APPENDIX A  
PERSONNEL RESUME TEMPLATE**

<b>Proposed Resource Name:</b>	
<b>Proposed Classification:</b>	<i>(Project Manager, etc.)</i>
<b>Key Personnel:</b>	Yes <input type="checkbox"/> or No <input type="checkbox"/>
<b>If resource is associated with a subcontractor provide name of company:</b>	
<b>Percentage of time resource will be allocated to project:</b>	

**Agency:** List the required skill sets, education, certifications, and training requirements for each key personnel role. Below are examples of required skills, education and certifications and examples of vendor responses.

**Bidder:** List the skills and experience that qualify the individual for the duties and responsibilities on this project for the proposed role. Provide the name of the project(s) and the year(s) the experience was obtained.

The experience requirements detailed in the RFP are restated as follows:

Required Skills	Bidder's Response
<p><b>Litigation Expertise:</b></p> <ol style="list-style-type: none"> <li>1. Briefly describe your 5 most recent cases argued before the Michigan Supreme Court or the highest court of a State, including, in particular, cases involving constitutional or public policy issues. For each case, please include:               <ol style="list-style-type: none"> <li>i. The case caption.</li> <li>ii. The principal legal issues presented in each matter handled by the attorney, law firm or entity.</li> <li>iii. The outcome of the case and whether an appeal was pursued.</li> </ol> </li> <li>2. Likewise, briefly describe, at minimum, your 5 most recent cases where a judgment was reached in a federal court. For each case, please include:               <ol style="list-style-type: none"> <li>i. The case caption.</li> <li>ii. The principal legal issues presented in each matter handled by the attorney, law firm or entity.</li> <li>iii. The outcome of the case and whether an appeal was pursued.</li> </ol> </li> <li>3. Please describe experience, if any, before the U.S. Supreme Court. For each case, please include:               <ol style="list-style-type: none"> <li>i. The case caption.</li> <li>ii. The principal legal issues presented in each matter handled by the attorney, law firm or entity.</li> <li>iii. The outcome of the case.</li> </ol> </li> </ol>	<p><b>Does resource have this required skill:</b> Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p><b>Description of skills and experience:</b> <i>Example: 10 yrs exp with (vendor name) implementing multimillion-dollar, statewide implementations of intelligence management and analysis systems</i></p> <p><b>Name of project(s) and year(s) experience was obtained:</b>  <i>Michigan Infinity Project – 1995 to 1998</i>  <i>Ohio Intelligence Center Project – 1998 to present</i></p>

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<p>4. Describe representative legal work performed on behalf of public agencies and state boards or commissions in the past 5 years, providing dates and references as appropriate.</p> <p>5. Describe the attorney or firm's experience with electronic discovery.</p>	
<p><b>Redistricting Experience.</b></p> <p>1. Briefly describe any redistricting representations. For each case, please include:</p> <ul style="list-style-type: none"> <li>ii. The name of the case, case number, and names of the parties represented.</li> <li>iii. The principal legal issues presented in each matter handled by the attorney, law firm or entity.</li> <li>iv. The outcome of the case and whether an appeal was pursued.</li> </ul> <p>2. Briefly describe any legal and advisory services provided specific to redistricting providing dates and references as appropriate.</p>	<p><b>Does resource have this required skill: Yes <input type="checkbox"/> or No <input type="checkbox"/></b></p> <p><b>Description of skills and experience:</b></p> <p><b>Name of project(s) and year(s) experience was obtained:</b></p>
<p><b>Election Law Expertise:</b></p> <p>1. Briefly describe any election law representations. For each case, please include:</p> <ul style="list-style-type: none"> <li>i. The case caption</li> <li>ii. The principal legal issues presented in each matter handled by the attorney, law firm or entity.</li> <li>iii. The outcome of the case and whether an appeal was pursued.</li> </ul> <p>2. Briefly describe any legal and advisory services provided specific to election law providing dates and references as appropriate.</p>	<p><b>Does resource have this required skill: Yes <input type="checkbox"/> or No <input type="checkbox"/></b></p> <p><b>Description of skills and experience:</b></p> <p><b>Name of project(s) and year(s) experience was obtained:</b></p>
<p><b>Cumulative Experience:</b></p> <p>1. Provide a summary of why, based on the aforementioned previous experience listed in (a) through (c), the Contractor is uniquely qualified to perform the services sought by this RFP and assume the role of Litigation Counsel for the Commission</p>	

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List client references for work performed to meet the requirements stated above, and all projects the proposed resource has worked on in the last three (3) years. A minimum of three (3) references are required. By submission of this information, the bidder and identified key person authorize the State of Michigan to contact references and previous employers provided to verify the accuracy of the information. Provide the identified information for each:

Start Date: <i>date started on project</i>	End Date: <i>date rolled off project</i>
Client/Project: <i>Client, with contact information (i.e.: address, phone #s , and email address), and project name</i>	
Employer: <i>identify employer at the time of experience</i>	
Title/Percentage of time: <i>title of role on project and percentage of time spent on project</i>	
Description: <i>brief description of responsibilities for the project. Include software version</i>	

Start Date:	End Date:
Client/Project:	
Employer:	
Title/Percentage of time:	
Description:	

Start Date:	End Date:
Client/Project:	
Employer:	
Title/Percentage of time:	
Description:	

### EDUCATION

Education		
Degree (i.e. PhD, Master's, Bachelors)	<i>Example: Master in Engineering</i>	Year Completed: 1998
Program	<i>Major(s) area of study: Computer Science</i>	
University	<i>(include address) Example: MSU – East Lansing, Michigan</i>	

Additional Education		
Degree (i.e. PhD, Master's, Bachelors)	<i>Example: Bachelors' in Business Administration</i>	Year Completed: 1994
Program	<i>Major(s) area of study: Example: Management</i>	<i>Minor area of study: Example: Economics</i>
University	<i>(include address) Example: Central MI University, Mt. Pleasant, MI</i>	

**TRAINING** – Provide any relevant technical or professional training related to the role resource will be providing on this project.

Technical or Professional Training	
Course Name	
Topic	<i>(include credit hours if applicable)</i>
Date taken	

Certifications/Affiliations	
Name	
Topic/Description	
Date completed	

The Bidder must submit a letter of commitment for Key Personnel, signed by the identified resource, stating their commitment to work for the bidder/subcontractor on this project contingent on award of the bid. If the identified personnel are currently assigned to another project the bidder must provide a letter signed by the that Project Manager releasing the individual from the project.