

Key Personnel Schedule

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	List the key personnel committed to the Project by the CM/Contractor.			
CROSS-REFERENCE TO FACILITIES MANUAL:	None			
CONTENTS:	Key Personnel Schedule Exhibit			
FOR USE WITH:	CM/Contractor Agreement			
COMPLETED BY:	<input checked="" type="checkbox"/>	Filling in	<input type="checkbox"/>	Adding Text
			<input type="checkbox"/>	No Data Required
ITS USE IS:	<input checked="" type="checkbox"/>	Required	<input type="checkbox"/>	Optional

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. Complete this exhibit by inserting the named key personnel prior to executing contract. The document provided during prequalification should be inserted as this exhibit.
2. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modification and Additions below.)

Modifications and Additions:

None

Comments:

None

EXHIBIT { }

KEY PERSONNEL SCHEDULE

The following personnel have been committed to the Project by the CM/Contractor for the minimum level of effort and contract phases indicated:

The listed individuals have been reviewed by the undersigned on behalf of the named Bidder. Bidder hereby agrees that these individuals will be provided pursuant to the provisions of the contract, if awarded to Bidder, and that such contract will include this exhibit as completed above.

Name and Title

Date

Bidder