

Consultant Contract Services (CCS) requires that Consultants submitting the DOTD 24-102 form to include all information as per the Department's Instructions for completing the DOTD Form 24-102 (Rev Nov. 2011). See link below:

[http://notes1/ContWeb.nsf/74710f57e6617ac68625717f00447565/1845db3c28f432b186256d4e00642de7/\\$FILE/DOTD%20Form%2024-102%20Instructions.pdf](http://notes1/ContWeb.nsf/74710f57e6617ac68625717f00447565/1845db3c28f432b186256d4e00642de7/$FILE/DOTD%20Form%2024-102%20Instructions.pdf)

It is important that all resumes include brief descriptions of the personnel's experience and qualifications **relevant to the proposed project**. The projects presented should also be relevant to the advertisement scope. The role and responsibility should be made clear for each project shown in Section 10g. Include agency project numbers and **dates of the work performance period**. If a resume lack these dates for an employee listed in section 9b to satisfying Minimum Personnel Requirements, the 24-102 will be deem non-response.

Consultants should check the CCS web pages for additional information on a regular basis. The link below is for Solicitation Requirements:

<http://notes1/ContWeb.nsf/Solicitations?OpenPage>

While not a requirement, CCS is encouraging prime consultants to add tabs at least between the prime and sub-consultants in the submitted 24-102 forms to aid the Project Evaluation Team.