



USAID
FROM THE AMERICAN PEOPLE

**USAID Bureau for Humanitarian Assistance
U.S. Personal Services Contractor Offer Checklist**

Each offer submitted must provide information sufficient to determine your qualifications. Failure to do so will result in loss of consideration.

Please note that some solicitations may have different requirements from the ones shown below. In case of differences, the posted solicitation is the document that governs.

Offerors interested in being considered for a position **MUST** include the following in their offer materials:

- _____ Complete resume. Resume must include:
 - _____ Paid and non-paid experience.
 - _____ Job titles.
 - _____ Locations.
 - _____ Dates held (month/year). Dates (month/year) and locations for all overseas field experience must also be detailed.
 - _____ Hours worked per week.
 - _____ Specific duties performed that fully detail the level and complexity of the work.
 - _____ Education and any other qualifications including job-related training courses, job related skills, or job-related honors, awards or accomplishments.
 - _____ U.S. citizenship.

If any of the above items on the checklist are not completed, the offer will not receive full consideration. Incomplete or late offers will not be considered.

By submitting your offer materials, you agree to allow all information on and attached to the offer to be investigated. False or fraudulent information on or attached to your offer may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.