



USAID Office of Transition Initiative 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:

Offer Materials must include:

- Resume. In order to fully evaluate your offer, your 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. Please note that 35 hours+ a week is considered full-time employment. Anything less than 35 hours will be prorated.
 - 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.
- Supplemental document addressing Evaluation Factors shown in solicitation. (Please review solicitation to see if required)
- AID 309-2 Form (signed in ink or electronically)
 - **Note:** where appropriate, you may copy and paste the applicable information from your resume to the AID 309-2 form. In addition, please ensure the information in your AID 309-2 and resume correlate. You may not substitute your resume for a completed and signed AID 309-2.
 - Salary - If you have a salary based on the GS scale or another government pay scale confirm that your listed salary is based on the current scale.
 - Education - all fields are completed for any listed education (i.e. Institution information, credits, major, degree and year received)
- 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.