

**Instructions for USAID Standard Form 1420**  
**“Contractor Employee Biographical Data Sheet”**  
*(for consultants and RTI “to be hired” personnel)*

General Notes:

1. Signature: – Biographical Data Sheets (biodatas) should be signed in block 16.  
Block 17 should be left blank.

2. Completion: Please leave blank blocks 4, 5, 6 and 7. RTI will complete these blocks with proposal-specific information. For block 6, proposed salary will be discussed with the individual prior to submission for approval, if required.

As a U.S. government contractor, RTI is required to confirm the information you have provided in the Biographical Data Sheets. **Please provide backup documentation for your highest salary rate and highest consulting rate (if any) that you have provided. This may be a pay stub, a contract letter, W2 (US employee tax form), or tax submittal form.**

**If you don’t have this information, please sign the attached document that allows us to confirm your salary with the employer (s) you have stated. (See attached Authorization for Biodata Verification)**

If you are/were paid in a currency other than US\$, please state your salary/consulting rate in the actual currency it was received. Please attach a separate narrative stating the prevailing currency exchange rate to the US\$ at that time of, receipt of the payment.

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Notes:

**Block 1:** Please remember to put last name first, then first name followed by middle name.

**Block 3:** If it is a non-US address, please make sure to enter the country. For both US and non-US addresses, please make sure to enter zip codes if applicable.

**Block 8:** For all non-US locations, please enter the country code first, then the city code and the telephone number; if it is a US number, please enter the area code then the telephone number.

**Block 11:** Please provide dependent information on a separate sheet if they will NOT accompany you to post. If they will accompany to post, place this information here. This information may be needed to calculate overseas allowances, if applicable.

**Block 12:** Please enter the location of the education institutions which you attended.

**Block 13:** Please follow the instructions on the last page of the biodata for designating language proficiency levels.

**Blocks 14 and 15:** These are the most important sections used to determine and appropriate daily salary rate. (Consultant Services are provided as an independent contractor.) If you need additional space to provide employment history in either or both blocks, please use the supplement sheet on Page 2 of the Biodata form.

- a. In block 14, compensation should be represented as an annual rate. List the yearly salary history for the last three years starting with your most recent position. Continue on a separate sheet of paper, if useful, to list all employment related to the duties of the proposed assignment, or former employment (more than the last 3 years) at a higher salary. Please specify the currency if you are not paid by US\$. i.e. if you are paid by Indonesian Rupiah, please enter Rp, and then the amount.
- b. If your only relevant work history has been with a single employer, be sure to include your yearly salary history during this period, including any increases you have received during this period. Include increases on a separate line with title change.
- c. Annual salaries and daily rates should be the base salary, (i.e. exclude any bonuses, profit-sharing arrangements, commissions, and consultant fees, extra or overtime work payments, overseas differential, or quarters, cost of living or dependent education allowances).
- d. If you are self-employed as a consultant, and have no input for block 14, please write "Not applicable. No employment history for the last three years because the individual has been in consultant status for the last three years" in block 14 and complete block 15.
- e. Block 15 is the consultant services provided as an independent contractor, rather than as an employee of a firm. Compensation in block 15 should be represented in daily rates and must be accompanied by the number of days and the period worked at each rate.

**Block 16:** The proposed person should sign the form here. His/her signature certifies that the information contained on the form is true and accurate to be best of his/her knowledge.

**Block 17:** For Consultants to RTI this block must be signed by RTI IDG Director of Business Proposals. This signature certifies that the salary history on the biodata has been verified.

## **Authorization for Biodata Verification**

I, \_\_\_\_\_, hereby give authorization to RTI International to contact my current and former employers to confirm employment history and verify salary payments. This information is to be used solely by RTI International.

Signature:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_