Instructions for Standard Form CPRA 24-102

1. **Advertisement Title**

Provide the name of the advertisement title as shown in the advertisement. (example: Geotechnical Services for Coastal Restoration and Protection Projects)

1. **Announcement Date and RSIQ number**
	1. Provide the date the advertisement was posted on the LDNR/CPRA website.
	2. Provide the RSIQ number as shown on in the advertisement (ex: 2503-12-56)
2. **Firm Information**
	1. Provide the Name and Mailing address of the firm (as registered with the Louisiana Secretary of State). The firm must be registered with the Louisiana Secretary of State **prior to responding to this advertisement**. List the firm name exactly as listed on the registration.
	2. Provide the name, title, telephone number and email address of the official with signing authority for this contract.
	3. Provide the name, title, telephone number and email address of the official acting as the point of contact for this contract.
	4. Firm License Number (as registered with the Louisiana Professional Engineering and Surveying Board (LAPELS)). All firms providing professional services shall be registered with LAPELS and in good standing prior to submittal, and must enter the firm’s license number.
3. **Full time personnel on firm’s payroll domiciled in Louisiana**

List all personnel permanently domiciled in Louisiana. Provide the total in the last blank. Contract employees may be used for specific tasks, but should **NOT** be included in this section.

1. **Full time personnel on firm’s payroll not domiciled in Louisiana**

List all personnel not domiciled in Louisiana. Provide the total in the last blank. Contract employees may be used for specific tasks, but should **NOT** be included in this section.

1. Do you have sufficient staff to perform the entire suite of services designated in the advertisement? State yes or no if the firm has current staff capacity to perform all services possibly required as listed in the scope included in the advertisement.
2. **Does the firm intend to use sub-consultants on this contract?**

Provide the company name as registered with the Louisiana Secretary of State and the physical address of each sub-consultant. Include the point of contact and email address for each sub consultant. Identify each element of work to be performed by the sub-consultant. State yes or no if the sub-consultant has worked with the prime firm before.

1. **Resumes**

Resumes for **key personnel** are required. The resumes shall be in **alphabetical order by last name and provided on section 8 of the form.** The resumes shall be a brief description of the experience and qualifications relevant to the work types listed in the scope attached to the advertisement. Projects presented should also be relevant to the work types listed in the scope. Non-relevant work experience or projects should not be included. The role and responsibility of the staff member should be clearly stated. Each resume must include the domicile and email address for each employee, as well as years of experience, education and registration information.

1. **Work by firm (or sub-consultant’s) which best illustrates project experience relevant to typical work required in the advertisement.**

Indicate the firm’s experience with work performed on other projects similar to work required by this advertisement. Describe the firm’s role in the project including specific project staff whose resumes are included in this submittal. Projects listed shall only include work performed by the firm. **Work performed by employees of the firm during their employment by another firm shall not be included in this section.** Provide the project owner’s point of contact and contact information. This section is limited to **no more than ten (10) projects** and shall be no more than one page per project. Project cost included in this section shall be the firm’s total; do not include sub consultant fees in the prime firm’s total.

1. **Current work for CPRA**

Show the firm’s remaining work for all contracts awarded by CPRA. This includes work as the prime consultant or as a sub-consultant. For tasks issued on professional services contracts, show only open tasks and list each task order as a separate entry. Include the total task fee and **do not break out sub-consultant fees.** Estimate the percent complete on each project or task and provide the total and remaining contract fees.

1. **Additional information**

This section is for providing additional information in support of the firm’s qualifications to perform work relative to the advertisement. This section shall be limited to three pages.

1. **Signature**

The official signing this document shall be the official listed in 3a. An original signature is required for the prime consultant. A scanned signature is acceptable for sub-consultants only.