

Instructions for CPRA Standard Form 24-102

1. Advertisement Title

Provide the title of the project as shown on the title page of the advertisement

2. Identifying Information

a. Announcement Date

Provide the date of the advertisement as listed on the title page of the advertisement.

b. Project Number

Provide the RSIQ number as shown on the title page of the advertisement.

3. Firm Information

a. Firm Name (as registered with the Louisiana Secretary of State)

The firm must be registered with the LA Secretary of State Office **prior to submittal**. The web address to verify registration and full name of the firm is <http://www.sos.louisiana.gov>.

List the firm name exactly as listed on the registration.

b. Name, title, telephone number and e-mail address of the official with SIGNING AUTHORITY for this contract.

Provide the name and contact information for the individual who will sign the contract in the event of award.

c. Name, title, telephone number and e-mail address of the Point of Contact for this contract.

Provide the name and contact information for the individual who will be the point of contact for all activity on this contract in the event of award.

d. Firm's Louisiana License Number.

All firms providing professional services shall be registered with the Louisiana Professional Engineering and Land Surveying Board (LAPELS), and must enter the firm's License number.

4. Full-time personnel on firm's payroll

The first column, *All Personnel Domiciled in LA*, is to include the number of full-time employees on the firm's payroll who are domiciled in Louisiana. The second column, *Project Specific Personnel NOT domiciled in LA*, is to include the number of full-time employees on the firm's payroll who are not domiciled in Louisiana but will potentially be assigned to perform work under the contract.

5. Sub-Consultants

a. If one or more sub-consultants will be used, provide the information requested for each.

Provide the full company name as registered with the Louisiana Secretary of State and physical address. Designate if the Prime contractor has worked with the sub-consultant previously.

b. Identify the percentage of work for the overall project to be performed by the prime consultant and each sub-consultant.

Identify the element(s) of work the designated sub-consultant(s) will provide along with percentages each sub-consultant will perform for the overall project. The Prime consultant should also identify the percentage of work they will perform for the overall project.

6. Project Staffing Plan

The staffing plan should be in the format of an organizational chart. Show **ALL** key personnel, prime and sub-consultants (if applicable), the work element each person is assigned to, and their specific duties. The chart shall be organized such that each person is traceable to their immediate supervisor for **EACH** work element. It shall also be made apparent in the chart the firm with which each person is associated. **A staffing plan DOES NOT need to be included retainer IDIQ advertisements.**

7. Resumes

Resumes for the **key project personnel** are required. The resumes shall be in **alphabetical order by last name**. The resumes shall be a brief description of the experience and qualifications **relevant to the proposed project**. **A single page resume is preferred**. 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 g. Include agency project numbers and dates of the work performance period. **The current domicile of each staff member should be clearly listed on the resume with a current email address.**

8. Firm's Most Relevant Project Experience

This area is used to indicate the **firm's experience** with similar work performed on other projects (not necessarily with the CPRA). The projects presented should be relevant to the advertisement scope. Describe the firm's role in the project including project staff, highlighting those that will be utilized in this project 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. This section is limited to **no more than 10 projects** and shall be no more than **one page per project**. The required engineering cost is the firm's total; do not include sub-consultant fees in the prime consultant's total.

9. Current Work for CPRA

Show the firm's remaining work for all open contracts and the contract amount for recently awarded projects awaiting contract execution for all of your firm's offices for work with CPRA. For Indefinite Delivery/Indefinite Quantity (IDIQ) retainer contracts, list current open task amounts and the percent remaining for each. This includes work as the prime consultant or as a sub-consultant.

10. Additional Firm Information

This section is for providing additional information in support of the firm's qualifications for the advertised project. In the event a project work plan is requested, this section will be used to present the work plan. **This section shall be limited to five (5) pages.**

11. Signature

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