

INSTRUCTIONS FOR COMPLETING THIS SF 23-116

1. ***Do not include anything not specifically requested herein.***
2. Submittal must be firmly bound by staples in upper left hand corner; do not use ringed binders or any other type of binding.
3. Do not use tabs or section dividers.
4. Do not include separate copies of resumes, certificates or any other credentials unless specifically instructed to include.
 - Cell 12 (Provide a short resume for key personnel) of the 23-116 form identifies the consultant's qualifications for each **work element** listed in cells 9a and 9b of the 23-116 form. Cell 12 must be completed for the prime consultant and all sub consultants.
5. Do not include photocopies of licenses.
6. Do not include marketing information.
7. Do not include this instruction page with your submitted proposal.
8. Do not alter the content of this form.
9. Do not include photographs.
10. Do not include a cover (front or back).
11. The firm name as it appears on this form and as it appears on any future contract must be identical to the firm name as it appears on the record with the Office of the Louisiana Secretary of State.
12. The sum of the percentages in item 9a and item 9b should total 100%.
13. **All cells on standard forms required by LaDOTD must be populated with data or N/A.**
14. Failure to complete this form as instructed will cause proposal to be deemed unresponsive.