

# **Standard Statement of Qualifications Outline**

## **For Interview Process**

### **1. Cover/Title Page**

- Project Title
- Date Submitted
- Firm Name, Address, Contact Information

### **2. Table of Contents**

- List of Sections with Page Numbers

### **3. Letter of Interest**

- Signed by Authorized Representative
- Brief Statement of Interest and Firm Commitment

### **4. Firm Profile**

- Company Overview
- Organizational Structure
- Relevant Licenses/Certifications

### **5. Project Team**

- Key Personnel and Roles
- Resumes of Team Members
- Subconsultants or Partners

### **6. Relevant Experience & Past Performance**

- Project References (Similar in Scope/Size)
- Descriptions of Completed Projects
- Client Contacts for References

### **7. Approach & Methodology**

- Understanding of Project Requirements
- Proposed Approach and Work Plan
- Project Schedule Overview

### **8. Additional Information**

- Awards and Recognition
- Innovative Processes or Technology
- Other Pertinent Information

### **9. Appendices**

- Supporting Documents
- Certificates, Insurance, Other Required Forms

