Ohio Department of Transportation
Electronic Letter of Interest System
Instructions for Use of the Standard Templates

In order to use and submit the templates you must have access to Microsoft Word and have the ability to convert documents to Adobe Acrobat format (.pdf file extension). The templates are available on the Consultant Services web page under the heading "ODOT Project Notifications".

These standard templates must be downloaded and completed, and then submitted with the Letter of Interest as attached files. Key Staff and Project Approach will be submitted as a separate file for each project. The templates are provided in Microsoft Word format but must be submitted as an Adobe Acrobat file (.pdf file extension). **Rename the templates** using a filename that includes the **name of your firm** and an abbreviation for the type of template, in accordance with the **filename requirements** below. The examples below are based on the firm name ABC Engineering and project designation FRA-999-9.99.

Template Type	Filename Requirement
General Qualifications	ABC_Eng_GQ.pdf
Key Staff and Project Approach	ABC_Eng_FRA_999_9.99KSPA.pdf
Resumes	ABC_Eng_FRA_999_9.99resume.pdf

The standard template for Key Staff and Project Approach is available in versions that allow a 2, 3, 4 or 5 page response (the actual length of the template is one page longer in each instance). The consultant must use the template that matches the allowable page limit stated in the project posting.

When completing the templates provide **text only, do not insert photographs, maps or other symbols (Bullet points and other similar features are acceptable). Use a 12-point font size with font color black. Please retain the one inch margins provided.**

Should you encounter problems with the templates and need assistance, please contact the Office of Consultant Services as follows:

Susan Stehle, Administrator   **614-387-2310**

If requested, attach **resumes of key personnel** as a **single document** with a .pdf file extension with all resumes included. Standard templates are not provided for resumes.

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General Qualifications
2-Page – Key Staff and Project Approach
3-Page – Key Staff and Project Approach
4-Page – Key Staff and Project Approach
5-Page – Key Staff and Project Approach

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