

SUPPLEMENTAL INFO REGARDING SF 330

For the entire SF 330:

1. Use Font type called Univers, Font size 9
2. Only use single sided pages. (Except item No. 2 under Section E below)
3. Part II of the SF 330 is not included towards the overall page count of the SF 330

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

Section A. CONTRACT INFORMATION

Item 2. Public Notice Date: Posted Date in the FedBizOps (under General Information)

Item 3. Solicitation or Project Number: Solicitation Number in the FedBizOps (under General Information)
Example: FEDBIZOPS-00-000-000

Section E: RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

1. Limit Resumes to 1 page for each employee.
2. Required to submit resumes of all key personnel.
3. Optional to provide an organizational chart on the backside of the preceding page of an employee's resume. The employees name on the organizational chart can be color coded (highlighted). The organizational chart on the backside of the preceding page will not be counted towards the total page limit.

Section F: EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICTIONS FOR THIS CONTRACT.

1. Limit example projects to a maximum of 10 projects.
2. Page limitation of Section F is 20 pages.

Section H: ADDITIONAL INFORMATION

1. Provide a summary table or matrix of all Function Codes assigned to the contract. The table or matrix should indicate the number of employee's dedicated to the contract by Function Code and by Prime firm and individual sub-consultants.
2. Performance evaluations of relevant projects performed under non-governmental agencies (not required by ACASS/CCR) should be shown in Section H. Also, Letters of recommendation's, Awards, etc. of relevant projects of non-governmental agencies are to be shown in Section H.
3. Quality Management Plans should be indicated in Section H.

PART II – GENERAL QUALIFICATIONS

General:

1. If the prime firm is a Joint Venture, the following is required:
 - a) Submit Part II of the Joint Venture team
 - b) Submit an individual Part II of each firm of the Joint Venture
2. Each Branch office of the prime firm and the sub-consultants are required to submit an individual Part II
3. A-E firms can now electronically submit their SF 330 Part II to the On-Line Representations and Certifications Application (ORCA), which is part of the Federal-wide Business Partner Network (BPN; <http://www.bpn.gov/>). A-E firms click on "Vendor" to submit their information. The SF 330 Part II is Question 26 in ORCA; the preceding questions must also be answered. Firms must first have a DUNS number and be registered in the Central Contractor Registration (<http://www.ccr.gov/>). Part II is prepared on a branch office basis, which aligns with the assignment of DUNS numbers. Submission of the SF 330 Part II to ORCA is *voluntary*.
4. A-E firms are directed to no longer submit a SF 254 or the new SF 330 Part II to the Architect-Engineer Contract Administration Support System (ACASS). A-E firms are to submit Part II with Part I when responding to a FedBizOpps announcement. Alternatively, if a firm has a Part II on file in ORCA, it can be downloaded in Acrobat PDF format using the firm's DUNS number (click on "Public" under ORCA).

OWNERSHIP

Item b. SMALL BUSINESS STATUS

1. Indicate type of small business and the North American Industry Classification System (NAICS) code.