

Standard Form (SF) 330 for Architect-Engineer Qualifications became effective 8 June 2004, and replaces SFs 254 and 255. The form has two parts: Part I – Contract-Specific Qualifications, and Part II – General Qualifications. Firms interested in the electronic submission of a Standard Form 330 part II may submit it to the Online Representations and Certifications Application (ORCA) at <https://orca.bpn.gov/>. For a logon and password, firms will use their DUNS number and the Marketing Partner Identification Number (MPIN) they selected when registering on the CCR web site, 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 the BPN is *voluntary*. However, it will increase a firm's visibility in the Federal marketplace and may lead to opportunities for contracts that are exempt from public announcement.

Do not submit a SF 254 or a SF 330 Part II to the Architect-Engineer Contract Administration Support System (ACASS). ACASS will be able to retrieve the SF 330 Part II data from BPN and make it available to contracting agencies. A Part II is required for each branch office of the prime firm and any subcontractors that will have a key role in the proposed contract. Contracting agencies have the option of requesting firms submit Part II with Part I or retrieving Part II from ACASS if a firm has one on file in BPN.

You may direct any policy questions on the SF 330 Part II to the CAIC Help Desk at (503) 808-4590, or by Email at CENWP-CAIC@usace.army.mil. Use the Help feature on BPN for general questions about the use of BPN.