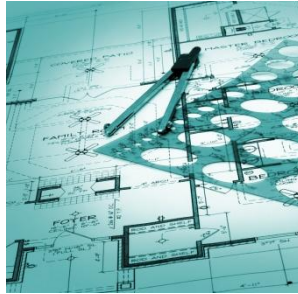


APD ALERT



Retention of SF-330, Architect-Engineer Qualifications

Purpose

This document provides basic guidelines for handling SF-330, Architect-Engineer (A-E) Qualifications.

References

FAR Part 4.8 - Government Contract Files

FAR Part 36 - Construction and Architect-Engineer Contracts

Background

The Federal Acquisition Regulation (FAR) Subpart 4.8 describes the requirements for establishing, maintaining, and disposing of contract documentation and files. The FAR is generally silent on the treatment of SF-330s, as well as how long an office is required to retain those that are submitted for specific projects.

FAR 36.603 allows agencies to establish permanent evaluation Boards to pre-select A-E firms. The pre-selection board members would review SF-330 A-E qualifications and classify each firm according to location, specialized experience, professional capabilities, and capacity. The FAR recommends that offices utilize this data for A-E requirements.

The Agricultural Research Service (ARS) does not utilize pre-selection Boards and therefore does not maintain a revolving reference file of SF-330s. The selection of A-E firms is based on specific research laboratory-oriented projects with very stringent requirements in various locations throughout the country. Specific evaluation criteria are developed for each requirement.

Procedures

In order to comply, each Business Service Center (BSC) Acquisition Branch (AB) will retain one (1) copy of each SF-330 (including presentation materials for short-listed firms) submitted for a

specific project until the resultant contract expires in accordance with FAR 4.805(a)(5). The SF-330s should be maintained with the pre-award documentation and can be placed in a file room in the location designated for that particular contract. The SF-330 from the successful A-E should be kept separately with the contract award file.

APD Point of Contact

Acquisition Programs and Oversight Branch, E-mail at APOB@ars.usda.gov or phone at 301-504-1725.

Issue Date: August 2012

APD Alert 2012-11