

FEDERAL BUSINESS OPPORTUNITES NOTICE

SUBJECT: STANDARD FORM 330, ARCHITECT-ENGINEER QUALIFICATIONS

Standard Form (SF) 330 for Architect-Engineer Qualifications is 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. Part II of the form can now be submitted electronically to the On-Line Representations and Certifications Application (ORCA). ORCA is part of the Federal-wide Business Partner Network (BPN) and can be found at <http://www.bpn.gov/>. Click on “Vendor” under “ORCA” on the left side of the screen to submit your 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 (CCR) system. (CCR can also be accessed from the BPN website.) Firms will also need their Marketing Partner Identification Number (MPIN) generated from CCR to access ORCA. The information submitted through ORCA is available, in a read-only format, to the public.

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*. 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. The information submitted to ORCA is available to the public.

Do not submit a SF 254 or a SF 330 Part II to the Architect-Engineer Contract Administration Support System (ACASS). ACASS will be modernized in late 2004 to retrieve the SF 330 Part II data from ORCA and make it available to contracting agencies. Until then, agencies will typically require A-E firms to submit Parts II with Part I when responding to a solicitation of A-E services. 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. After ACASS is modernized, 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 ORCA.

You may direct any policy questions on the SF 330 Part II to Marilyn Nedell at the ACASS Center at 503-808-4590, or by e-mail at caic.nwp@nwp01.usace.army.mil. Use the Help feature on ORCA for general questions about the use of ORCA.