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ENGINEERING AND CONSTRUCTION BULLETIN

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Subject: Standard Form 330, Architect-Engineer Qualifications

Applicability: Directive

1. The final SF 330 was published in the Federal Register on 11 December 2003 (<http://www.hnd.usace.army.mil/techinfo/ECB/FedReg-11 Dec 03-Final SF 330.pdf>). The SF 330 replaces SFs 254 and 255. The **effective date** of the SF 330 was changed from 12 January 2004 to **8 June 2004** by a Federal Register notice on 7 January 2004 (<http://www.hnd.usace.army.mil/techinfo/ECB/FedReg-7 Jan 04-Revised Effective Date.pdf>). Use of the SF 330 is mandatory on 8 June 2004. Therefore, Federal Business Opportunities (FedBizOpps) announcements published before 8 June 2004 will still require submission of SFs 254 and 255. FedBizOpps announcements published on or after 8 June 2004 will require submission of SF 330.
2. The SF 330 reflects current Government and A-E practices and provides the essential information agencies need for the selection of A-E firms in a streamlined format. Compared to SFs 254 and 255, the SF 330 deletes duplicate information, expands essential information and eliminates information of marginal value. For example, personnel strengths are only presented in one place, the resumes of key personnel are expanded to a full page, the information on relevant work are expanded to one page per project, section 9 of the SF 255 concerning current Federal work has been deleted, and section 11 of the SF 254 with 30 example projects has been dropped.
3. The SF 330 is a two-part form. Part I, Contract-Specific Qualifications, replaces the SF 255. Part II, General Qualifications, replaces the SF 254. The SF 254 is now essentially used as an appendix to the SF 255 and is rarely used alone. Hence, the SF 330 was designed as a single two-part form. A Part II, which is only one page, must be completed for each branch office that will have a *key role* in a proposed contract and submitted with the Part I. Also, A-E firms will eventually be required to complete a SF 330, Part II when they register or renew their registration in the Central Contractor Registration (CCR) system. This will replace submission of SFs 254 to the Architect-Engineer Contract Administration Support System (ACASS). ACASS will be linked to CCR. More information will be provided later on submission of Part II to the CCR.
4. A PowerPoint presentation that can be used for training of personnel and local A-E firms is available at: <http://www.hnd.usace.army.mil/techinfo/ECB/SF 330-USACE Training.ppt>. Also, the General Services Administration forms website

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(<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>) now has the final SF 330 in fillable PDF and FormNet electronic formats. The final SF 330 on the GSA website revised the expiration date to 12/31/2006 and corrects some typographical errors.

5. The streamlined format of the SF 330 should reduce the submittal review time for A-E selection boards. To reduce this effort further, I encourage you to set reasonable page limits for SF 330 submissions in your FedBizOpps announcements for A-E services. For most contracts, an adequate submission can be made in about 35-40 pages. Discourage firms from repeating information from Sections A-G in Section H (Additional Information). Section H is intended for discussion of selection criteria that are not adequately addressed in the prior structured sections of the form, such as a firm's quality management approach or specialized equipment assets. Also, firms should be discouraged from customizing Part II for specific contract submissions.

6. The point of contact for this bulletin is Donald Evick, P.E., CECW-ETE, 202-761-4227.



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