



US Army Corps  
of Engineers®

28 May 2004

## SEEKING ARCHITECT-ENGINEER CONTRACTS WITH THE U.S. ARMY CORPS OF ENGINEERS

1. Learn about the Corps of Engineers: our missions, our projects and our processes. Our homepage is: <http://www.usace.army.mil>. Our headquarters doesn't award contracts; our many districts and centers do. So that's where you need to focus your attention. There is a link to each Corps district and center on the homepage. Learn about those Corps offices you are interested in working for. Many of their websites discuss upcoming projects and contract opportunities.

2. Be familiar with the Federal acquisition regulations. The websites are listed below. A-E contracting is covered in Subpart 36.6 of the regulations.

Federal (FAR): <http://www.arnet.gov/far>

Defense (DFARS): <http://www.acq.osd.mil/dp/dars/dfars.html>

Army (AFARS): <http://farsite.hill.af.mil/reghtml/regs/other/afars/afartoc.htm>

Corps (EFARS): <http://www.hq.usace.army.mil/cepr/asp/main/parc.asp>

Click on "Library", then "EFARS"

3. Be familiar with USACE A-E contracting policies and procedures, which are presented in the following documents:

EP 715-1-7, Architect-Engineer Contracting:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>

EP 715-1-4, Competing For A-E Contracts with USACE:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-4/toc.htm>

4. If you are a small business, visit the Small Business Administration's website for advice and assistance: <http://www.sbaonline.sba.gov/>. Also, each of our districts and centers has a small business specialist who can assist you in seeking work in the Corps. EP 715-1-4 has a list of all our offices, with the telephone number of the small business specialist at each.

5. Register in the Central Contractor Registration (CCR): <http://www.ccr.gov/>. This is a mandatory requirement to be eligible for award of a Federal contract. A DUNS Number is required for the CCR. If you don't already have a DUNS Number, the CCR site will tell you how to get one. You can also access the CCR through the Business Partner Network: <http://www.bpn.gov/>.

6. Become familiar with the new Federal form for submitting A-E qualifications, Standard Form 330, which is available in various software formats at: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>. The SF 330 replaces the SFs 254 and 255, effective 8 June 2004. The following bulletin provides more information on the SF 330: [http://www.hnd.usace.army.mil/techinfo/ECB/ECB\\_2003-21\(Rev\\_1\).pdf](http://www.hnd.usace.army.mil/techinfo/ECB/ECB_2003-21(Rev_1).pdf). Part I is project-specific qualifications and Part II is general qualifications. Consider purchasing a commercial software package for preparing your SF 330.
7. Make a marketing visit to the Corps offices that you are interested in. EP 715-1-4 provides the telephone number of the A-E contracting office at each district and center. That office will help you schedule an appointment with an appropriate official.
8. Submit your SF 330, Part II – General Qualifications, as part of the On-Line Representations and Certifications Application (ORCA) process in the BPN: <http://www.bpn.gov/orca/login.aspx>. A SF 330 Part II is prepared for each branch office (which aligns with the assignment of DUNS Numbers) that will have a key role in performing a Federal contract. Registration of your general qualifications in ORCA is voluntary. However, it will increase your visibility in the Federal marketplace and may lead to opportunities for contracts that are exempt from public announcement.
9. Read the Federal Business Opportunities website (<http://www.fedbizopps.gov>) frequently. This is the single location for publicly announcing Federal contract opportunities, including A-E contracts with the Corps. The FedBizOpps website can be searched by agency, type of work, geographic area, time period and other parameters. FedBizOpps also offers automatic e-mail notification for announcements meeting specific parameters. Firms are given at least 30 days to respond. Requirements for A-E services are listed under Service Code C, except that surveying and mapping requirements are listed under Service Codes R and T.
10. Respond to the FedBizOpps announcements for contracts that your firm is well qualified to perform. Read the announcement carefully and address all requirements thoroughly, concisely and clearly. Follow the submission instructions in the announcement. Usually, SF 330 Part II must be submitted with Part I, even if Part II has been submitted to ORCA. Do not include extraneous material such as a general marketing brochure. A thicker submission is not a better submission. Extraneous material will dilute the review of your submission.
11. If you are not selected for negotiation of a contract, request a debriefing on why you were not determined to be the most highly qualified firm. The letter notifying you that you were not selected will tell you how to request a debriefing. Then, improve your qualifications accordingly for the next contract.
12. If you are awarded a contract, provide high quality and responsive services. Earn an exceptional performance evaluation! That is one of your best avenues for future work with the Corps of Engineers.