APPENDIX C
SUGGESTIONS FOR PREPARING STANDARD FORM 330

GENERAL

The capability of an A-E firm to perform a certain project will be evaluated from its SF 330. Hence, a firm must prepare this document thoroughly, logically and professionally to ensure the best consideration by the A-E evaluation boards. Some general advice:

* Read the FedBizOpps synopsis carefully. Address all requirements in the synopsis thoroughly, concisely and clearly.

* Submit only for projects that your firm is well qualified to perform.

* Do not include extraneous material such as a general marketing brochure. A thicker submission is not a better submission. Evaluation board members spend the same amount of time viewing each submission. Hence, extraneous material will only dilute the review of your submission.

* A cover letter is not necessary. Use Section H of the SF 330 Part I to express your firm's commitment to a project.

* Part I and Parts II should be bound into one document using a plastic spiral fastener along the long edge. Tab all documents.

* Bold print or shading may be used to emphasize important information. Avoid small and difficult-to-read fonts.

* Automated software may be used to prepare a SF 330 provided the general order and format of the information are maintained.

SF 330 PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A SF 330 Part I is prepared for the entire team. A SF 330 Part I can be adjusted some, provided the basic order and format of the information is maintained. Use bulleted phrases, charts, graphics and matrices instead of long sentences. The instructions on the SF 330 Part I are generally self-explanatory. The following additional advice is offered:

* Section C. List only the offices that will have a key role in the performance of the contract, and include a Part II for each key office.

* Section E. The relevant projects selected to illustrate the qualifications of the key personnel do not have to match the projects in Section F. For example, a person may be new to a firm, and all of his/her relevant projects are with a previous firm. Make sure all key

personnel are registered, licensed or certified, as appropriate. Do not use standard resumes.

* Section F. Present only ten projects unless the announcement says more (or less) are allowed or required. Select recent projects; an evaluation board will generally give less credit to projects completed more than five years ago. Stress the relevancy of the projects to the announced contract. Photographs of completed projects can be inserted in block 24. In block 25, indicate which firms from the proposed team in Section C were involved in the example project.

* Section G. This matrix graphically shows which of the key personnel proposed in Section E worked on the example projects in Section F. Evaluation boards certainly do not expect that all of the key personnel worked on all the example projects. However, boards will generally rank firms higher than demonstrate greater team continuity.

* Section H. Do not repeat information that was already presented in the previous sections. This is the place to address selection criteria that cannot be presented in Sections E-G, such as equipment resources, computer capability, and quality management approach. Acknowledge and address any negative comments on performance evaluations or any "marginal" or "unsatisfactory" performance evaluations. Identify what your firm has done to improve performance since the evaluation was completed.

SF 330 PART II - GENERAL QUALIFICATIONS

A SF 330 Part II is required for each designated branch office of the prime firm, each joint-venture partner, and each subcontractor shown Section C of Part I. The synopsis will instruct whether to submit current Parts II with Part I, or that the Parts II on file in ORCA will be used if not submitted. In the latter case, a firm should ensure that the Parts II in ORCA for all of their proposed team members are current.

Part II is prepared on a branch or subsidiary office basis, which aligns with the assignment of DUNS Numbers. Hence, all of the information on a Part II, except column 9.c(1) for total firm personnel, is for the specific branch or subsidiary office.

The instructions on the SF 330 Part II are generally self-explanatory. The following additional advice is offered:

* Block 7. Indicate the name of the parent firm if the Part II is for a branch office or subsidiary firm.

* Block 9. There is space for 20 disciplines. So select the primary disciplines in an office. All remaining employees are totaled and shown under “Other Employees.” Select from the disciplines listed on page 5 of the instructions, or insert the titles of other disciplines pertinent to the office. Column 9.c(1) is for the total firm (all offices), whereas

column 9.c(2) is for the specific branch office. If a firm has only one office, both columns will be the same.

* Block 10. There is space for 22 experience profile codes. So select experience categories that represent the primary capabilities of an office. Firms must make a business decision about breaking a project down into various component profile codes or identifying a project with a single profile code. Select from the experience categories listed on page 6-8 of the instructions, or insert other types of experience pertinent to the office.