



SF 330 Preparation

Part I, Contract Specific Qualifications

SF 330 Preparation

Part I – Contract-Specific Qualifications



General Guidance

- **Review the SF 330 instructions AND the synopsis to see what information is required. The synopsis may have requirements in addition to the form instructions.**
- **Please use the standard format as the form provided by GSA on their website. You can use your own software, but make sure yours contains the same blocks.**
- **Make it easy to read and well-organized. That will help board members find the information faster.**
- **Section A, B, and C are self-explanatory, but review the synopsis for any specific information requested.**
 - i.e. – May ask for the DUNS number for the office administering the contract
 - Include the entire team (all firms) proposed for the contract, identifying each branch office involved (per SF 330 instructions). Also, make sure to submit a Part II for each of these firms.

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section D - Organization Chart

- Illustrate the organization structure you are proposing for this contract, not your firm's structure.
- Show names and roles of all proposed key personnel and firms they are associated with.
- Identify relationships between firms and/or individual's and the lines of authority.
 - Include key subcontractors
- All key personnel submitted in Section E should be shown on the chart. Others may be shown, but if they are in key positions, you should probably include them in Section E.
- Generally not counted as part of any page limitation, but check the synopsis.

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section E - Resumes

- Review both the SF 330 instructions as well as the synopsis for information required in this section.
- Tailor the resume to the specific synopsis and the person's proposed role in this contract.
- Note any special requirements for key personnel
 - i.e. specific positions, disciplines, any minimum number of personnel, etc.
- Review synopsis for any additional information to include (i.e. copy of current P.E. or R.A.)
- Submit only project experience relevant to this contract, and in which the person performed a significant role.
- Qualifications and project experience should support that person's specific role for this contract.
- Provide enough information for a reviewer to completely understand what the person did in that project.

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section E - Resumes

Common Problems/Errors:

- “Year Completed” Block gives an incorrect date or is blank. Make sure the date for completion of Professional Services is within any parameters specified in the synopsis.
 - If synopsis asks for “experience within the past 5 years”, don’t include an older project or a project that isn’t complete yet.
 - Synopsis may specify that this date should refer to completion of plans and specifications, not construction support services.
- Project experience does not indicate the person’s role in the project.
- Project experience does not indicate what specific services that person performed in the project
- Project experience isn’t relevant to the person’s role in this contract.

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section F – Example Projects

- **Maximum Ten, Recent, Completed, Relevant projects**
- **Performed by offices/branches identified in Section C – Proposed Team**
- **Review synopsis for specific parameters for projects (i.e. completed in past 5 years, specific scope, etc.)**
- **Review synopsis for any additional information required (i.e. construction cost, A-E fee, etc.)**
- **Submit only project experience relevant to this contract, and in which the firm performed similar services.**
- **Be very specific regarding what services your firm provided, especially if you were a sub-consultant or a joint venture partner.**

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section F – Example Projects

Do's and Don'ts:

- Don't just cut and paste from a previous submission. The requirements are probably different.
- Don't leave any blocks blank.
- If you include a bulletized list of how the project meets the synopsis requirements, make sure the project description supports the claim.
- Don't include unnecessary information (i.e. quotes from past clients regarding performance should be addressed under a past performance criterion, not here)
- Don't just describe the project – tell us what A-E services you provided (i.e. concept design, full plans and specs, architectural design, coordination of disciplines as prime A-E, etc.).
- If the synopsis identifies the services required for the procurement, do identify which services were included in the project.

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section G – Key Personnel Participation in Example Projects

- **Follow SF330 instructions**
 - **Block 26: List the names of the Key Personnel identified in Section E.**
 - **Block 27: State their Role in this Contract**
 - As stated in Section E, Block 13
 - **Block 28: Example Projects from Section F**
 - As stated in Section E, Block 13
 - **DO NOT ADD ADDITIONAL NAMES, DATA, INFO**
- **This section links the key personnel and the corporate experience.**

SF 330 Preparation

Part I – Contract-Specific Qualifications



Section H – Additional Information

- Narrative response to additional criteria.
 - Only address the additional criteria in Section H. No need to rehash information provided in Sections E, F, G.
 - Clearly identify the Criterion number and title.
 - Address all submission requirements under each criterion.
 - Only address the submission requirements under each criterion. Other extraneous information will not be evaluated.
 - Do not use general statements to respond. Provide detailed information. Don't just say you can do something, explain how you will do it.
-

SF 330 Preparation

Part I – Contract-Specific Qualifications



Additional General Information

- The SF330 should not be an elaborate submission. Keep it concise and to the point. Don't add frills.
- Only address the information addressed in the Synopsis. Any extraneous information (like summary sheets, table of contents, extra projects, etc.) won't be reviewed and just takes up space.
- Register your firm in System for Award Management (www.sam.gov).
- If you have any questions or don't understand something in the synopsis – ASK the question! RFI responses will be posted on a weekly basis.
- DO NOT wait until last minute to submit your SF330.