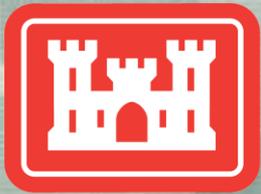


Contracting Topics



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US Army Corps of Engineers

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Agenda

- Announcement
- Evaluation of SF 330s
 - SF 330, Part I – Contract Specific Qualifications
 - SF 330, Part II – General Qualifications
 - Organizational Matrix
 - Resumes
 - Subcontractors
 - General Tips
 - Teaming Arrangements
- Project Labor Agreements
- Work Forecast



Announcement

- The initial notice of the Government's intent to solicit requirements will appear on www.fbo.gov.
- Contractors are responsible for monitoring this site for any changes.
- Read the announcement carefully to ensure your SF330 includes all necessary information to meet the requirement.



SF 330

Part I - Contract-Specific Qualifications

<p>A. Contract Information</p> <ul style="list-style-type: none">• Title and Location• Public Notice Date• Solicitation or Project No.	<p>Self explanatory.</p>
<p>B. A-E Point of Contact</p> <ul style="list-style-type: none">• Name and Title• Firm Name• Phone, Fax, E-mail	<p>Identify the POC we may contact for questions or to schedule the interview.</p>
<p>C. Proposed Team</p> <ul style="list-style-type: none">• Contractual Relationship• Firm Name and Address• Role in Contract	<p>Ensure 1st firm is prime AE. Include if previously worked with subktr in block 11, Role in this Contract. Also include firm's small business size status.</p>



SF 330

Part I - Contract-Specific Qualifications

D. Organizational Chart of Proposed Team	Required per instructions with form
E. Resumes of Key Personnel <ul style="list-style-type: none">• Name• Role in Contract• Years Experience• Education• Professional Registration• Relevant Projects (5)	One to two pages per person If required include value of professional fee and value of construction in block 19(3), Brief Description <ul style="list-style-type: none">-Ensure it matches the organizational chart-Relevant projects should include the employees role



SF 330

Part I - Contract-Specific Qualifications

<p>F. Example Projects</p> <ul style="list-style-type: none">• Title and Location• Year Completed• Project Owner/POC• Brief Description & Relevance• Firms Involved	<p>One page per project. Description includes scope, size & cost. Identify other firms on team involved, including prime.</p> <p>Include value of professional fee and value of construction in block 24, Brief Description</p>
<p>G. Key Personnel Participation in Example Projects (Matrix format)</p>	<p>Shows which key persons (section E) worked on which example projects (section F).</p>



SF 330

Part I - Contract-Specific Qualifications

H. Additional Information	Emphasis is on providing <i>additional information requested by agency</i> , not repeating info already provided above. Can attach additional pages as needed. Information requirements will be rigorously identified in Synopsis. Address each required selection criterion
I. Authorized Representative	<u>Must</u> be signed to be considered.



Part II – General Qualifications

General Qualifications	Must submit one form for each office of the prime and each office of the subcontractor. In other words must have a Part II for each office listed on the Part I, block C, Proposed Team
DUNS Number	Must have a DUNS number for each firm/office listed as the prime AE.



Organizational Matrix

- Ensure that the organizational matrix is complete.
- The names that are shown must all match the resumes provided.
- Ensure there are no discrepancies between the matrix and the resumes.



Resumes of Key Personnel

- Ensure that resumes include past work experience.
- Experience should be more about what the employee did rather than the value of the contract. Be specific as to type of work employee performed.
- Include all licenses and the states the person is registered in.



General Tips

- Submit your proposal in the format as required by the announcement.
- If using electronic signatures, ensure the printed copy shows the signature.
- Do not use a script font to pass as a signature (disqualification).
- Part II's must be signed within the past 3 years from the date of the notice in FBO.



General Tips

- Ensure that your proposal includes all required certifications.
- Double check the proposal. Ensure everything is consistent (e.g. correct subs are listed in the organization charts, resumes and Part II General Qualifications included).



Teaming Agreements

- Teaming agreements are agreements between two companies where they will assist each other with performing work.
- Check with your SBA office to ensure that any Teaming Agreement is not affiliation. Affiliation may exclude you from a Small Business Set-Aside.
- Joint Ventures (JV) are formal agreements between two companies to perform work. All firms in the JV are jointly and severably liable for the performance of the contract.
- 8(a) Joint Ventures must be approved by their SBA office prior to award.



Project Labor Agreements (PLA)

- Project Labor Agreements are used in construction contracts over \$25 million.
- They are agreements where the contractors and their subcontractors agree to pay certain labor rates through out the life of the project
- The most common way of doing the market research for a PLA is to post a Sources Sought on www.fbo.gov, all contractors including AE firms may respond to that Sources Sought.



Workload Forecast

Please see the Fort Worth District website at:

<http://www.swf.usace.army.mil/pubdata/SBO/index.asp>



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