

## SF330 SUBMISSION INSTRUCTIONS

To assure timely and equitable evaluation of qualification packages, offerors must follow the instructions contained herein. Vendors are required to meet all instruction requirements. Failure to meet a requirement may result in a vendor being excluded from evaluation. Vendors must clearly identify any exception to the instructions and provide complete accompanying rationale.

*Submit one (1) electronic copy in Adobe Acrobat or Microsoft Word.*

1. All electronic SF330 packages, including Part I, Part II, and other submitted attachments, shall be provided on standard letter size 8-1/2 by 11 inch paper, limited to a maximum of sixty-five (65) in total, single-sided, single-spaced, and numbered. Page one (1) begins with the front cover of the electronic submission. If more than sixty-five (65) single-sided pages are submitted, all pages after sixty-five (65) will not be evaluated. The font for text shall be Times New Roman 12-point or larger. Responses must be unclassified and any proprietary information provided must be marked accordingly.
2. Cover Letter including company name, point of contact information to include phone number and email, DUNS number and CAGE code, address of office from which the majority of the design services will be performed, and the business type (large business, small business, small disadvantaged business, 8(a)-certified small disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business).
3. Submit a completed SF 330 Part I and SF 330 Part II. Please note, IAW FAR 52.244-4: Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)(Aug 1998): Any subcontractors, outside associates, or consultants required by the Contractor in connection with the services covered by any resulting contract will be limited to individuals or firms that were specifically identified and evaluated up front. The Contractor shall obtain the Contracting Officer's written consent before making any substitution for these subcontractors, associates, or consultants. **DO NOT SUBMIT ANY PRICING INFORMATION WITH YOUR SF 330.** Pricing information will be requested prior to negotiations from the vendor the government determines most qualified for the project.
4. Teaming Agreement identification: The prime firm shall provide a statement in the cover letter confirming whether or not there are executed teaming agreements in place for team members as part of the SF-330 submittal. The statement shall also list team members. (Contractor teaming arrangements are defined as (1) a partnership or joint venture between two or more companies or (2) an agreement for a specific Government opportunity between a potential prime contractor and one or more companies that are potential subcontractors.)
5. Electronic packages shall be emailed to [stephen.clabough@va.gov](mailto:stephen.clabough@va.gov) no later than December 5<sup>th</sup> at 1:00 PM (CT).
6. Final packages must be sent without password protection and cannot be provided in a .zip file.
7. All offers will be date and time stamped by the Microsoft Email system and will be the official record of receipt for the submission.

**DISPOSITION OF PROPOSALS:** The original proposal and related information will be retained with the contract file. All extra copies will be destroyed after completion of evaluations.