

OUTLINE FORM 330

4. UNDERSTAND THE SELECTION PROCESS

A. BROOKS ACT (1949)

B. FAR 36.6 A-E SELECTION CRITERIA

C. COE REGULATION EP-715-1-7 "A-E CONTRACTING", SEPT 2009

D. CONTACT AGENCY/DISTRICT TO DETERMINE THEIR SELECTION PROCESS (PRE-SELECTION & SELECTION) AND HOW THEY CONSIDER FORM 330 (VARIOUS SECTIONS) WITH RESPECT TO THE SELECTION CRITERIA.

E. FED BIZ OPS ANNOUNCEMENT (WHEN DOES IT CLOSE, SUBMITTAL INSTRUCTIONS, IDENTIFY THE EVALUATION CRITERIA)

F. BE SURE YOU KNOW YOUR FIRM'S ACASS RATINGS, AND THAT THEY ARE CURRENT. IF YOU DO NOT HAVE ANY ACASS RATINGS, BE SURE YOUR REFERENCE CONTACT INFORMATION IS CURRENT.

G. ALWAYS GET A DEBRIEFING IF YOU ARE UNSUCCESSFUL (BE PREPARED WITH QUESTIONS) (**Who was the selected firm?** How many firms submitted and how many firms went to final selection? **At what stage were we eliminated?** How many firms were interviewed? **What are our strengths & weaknesses with respect to each of the selection criteria?...and to the selected firm?** What recommendations do you have for improvements to our SF 330?)

I WOULD FURNISH THESE QUESTIONS TO THE DEBRIEFING OFFICIAL IN SUFFICIENT TIME BEFORE THE DEBRIEFING

5. PREPARATION OF SF FORM 330

A. PREPARE A CHECKLIST OF ALL STATED REQUIREMENTS FOR EACH OF THE SELECTION CRITERIA

B. BE SURE TO ADDRESS ALL REQUIREMENTS NO MATTER HOW INSIGNIFICANT THAT IT MAY SEEM.

C. USE THE SAME LANGUAGE AND TERMS AS USED IN THE ADVERTISEMENT. GET CLARIFICATION FOR ANY TERMS OR LANGUAGE THAT IS NOT UNDERSTOOD OR CONFUSING.

D. BE CONCISE AND FOCUS ON THE STATED REQUIREMENTS.

E. BE EVALUATOR FRIENDLY (USE FONT EASY TO READ, HIGHLIGHT OR NOT HIGHLIGHT, TAB SECTIONS, MAKE INFO EASY TO FIND)

F. HAVE A QC CHECK OF THE PREPARED FORM 330 AGAINST THE CHECKLIST PREPARED FROM THE ANNOUNCEMENT.

6. TIPS FOR FILLING OUT THE VARIOUS SECTIONS OF THE FORM 330.

PART I

SECTION A - (issuing office contract data)

SECTION B - (firm POC information)

SECTION C - (proposed team) IDIQ vs job specific

SECTION D - (org chart) include all individuals in section E on Org Chart

SECTION E - (resumes of key individuals)

(include folks that will do the work, several deep, be sure to include experiences supporting project assignment, include depth and types of specific experience, use same discipline names as in announcement)

SECTION F - (10 example projects)
(choose projects that encompass required experience, sub or prime)

SECTION G - (personnel participation matrix)

SECTION H - (additional information)
(address selection criteria, depth of experience, do not restate info already stated in form, address any ACASS issues, address QA/QC procedures, additional quals (equipment, software, certifications, licenses etc.), professional awards & recognition)

PART II - (general firm experience, capacity & expertise)
(used as a barometer for firms' primary strengths (types of projects, expertise, size of firm) in relation to their contract role and advertised contract requirements)