

**DRAFT**  
**SUBMISSION REQUIREMENTS – A-E13ES**

**GENERAL SUBMISSION NOTES**

1. Offerors shall submit **5 hard copies total** (1 copy labeled “original” which will be unbound and unpunched; and 4 copies each in their own binder) and 1 electronic copy (CD – in PDF searchable content format) of Standard Form 330 (SF330). A hard copy of the Submission Requirements Table shall be included in the front of the “original” unbound hard copy. Part I of the SF330 will be contained in Binder 1 of the submission, and clearly labeled “Binder 1”. Part II of the SF330 will be contained in Binder 2 of the submission, and clearly labeled “Binder 2”.
2. Firms are directed to keep the total page count of SF Form 330 Part I submission to no more than 80 pages of text/figures/tables; numbered consecutively from 1 to 80 (one face of an 11 x 17 foldout will therefore have two consecutive page numbers). **Any additional pages and/or other documents submitted will not be considered for evaluation.** The cover, cover letter, table of contents and tabs for SF330 Part I are excluded from the page count. **There is no page limit on SF Form 330 Part II. Additionally, the SF330 Part II is excluded from the specified total page counts.**
3. Unless otherwise noted, submittals shall be prepared using Standard English and must be written in a concise, yet clear and informative style. Submittals shall use a minimum 10 point Arial style font in preparing narrative elements and a minimum 10 point Arial style font in preparing tables and be double sided. Submissions may include color. Page sizes to be used include 8.5 x 11 and 11 x 17. The 11 x 17 sheets with printing on one side will count as 2 pages. The 11 x 17 sheets with printing on both sides will count as 4 pages.

**DRAFT****SUBMISSION REQUIREMENTS TABLE**

| SECTION    | REFERENCE                                      | GENERAL INFORMATION / INSTRUCTIONS<br>BINDER 1  | PAGE<br>LIMIT   | CHECK IF<br>SUBMITTED |
|------------|--|---|---|-----------------------|
|            | Cover Letter, Table of Contents (TOC) and Tabs | For each Binder 1 include Firms <ul style="list-style-type: none"> <li>- Formal Cover Letter that states specific choice of competition: Full and Open and/or Small Business Set-aside, and confirmed Teaming agreements along with list of all team members.</li> <li>- TOC</li> <li>- "Separate" each section with a tab, <i>e.g.</i>, I, II, III, etc. Tabs may cover folder labels. Prefer "Company Name" visible, if possible</li> </ul> | NA  |                       |
| <b>I</b>   | CD   | Include <b>CD</b> in " <b>Original</b> " file folder only. CD shall contain entire SF 330 submittal - Parts I and II (PDF searchable format).   | 1 CD  |                       |
| <b>II</b>  | SF 330 Part I, Sections A – C                  | <i>Contract – Specific Qualifications</i>   | 3   |                       |
|            | Section C<br><u>Block 9</u>                    | <i>Firm Name</i> – Provide DUNS for Prime Offeror and Teaming Partner(s) following the name of the firm, <i>e.g.</i> , <i>ABC Corp (DUNS # 999999999)</i> .   |   |                       |
| <b>III</b> | SF 330 Part I, Section D                       | <i>Organization Chart of Proposed Team</i>  | 1   |                       |
| <b>IV</b>  | SF 330 Part I, Section E                       | <i>Resumes of Key Personnel Proposed for this Contract</i> - 1 page per person.<br>[Reference (1) Professional Qualifications of Synopsis]  | 1 ea.   |                       |
| <b>V</b>   | SF 330 Part I, Section F                       | <i>Example Projects which best Illustrate Proposed Qualifications for this Contract</i> . Submit specific detailed information for the number and type of example projects required; 2 pages per project [Reference (2) Specialized Experience and Technical Competence of Synopsis]  | 16  |                       |
| <b>VI</b>  | SF 330 Part I, Section G                       | <i>Key Personnel Participation in Example Projects</i> - <b>Do not</b> provide separate Section G matrices for prime and teaming partner(s). Firms may use an "oversized" or "foldout" page to fit information. Information on the page should be <b>easily</b> viewed; Easy viewing is key. [Reference (2) Specialized Experience and Technical Competence of Synopsis]  | 1 or 2 depending on size of page used (8.5x11 or 11x17) |                       |
|            | <u>Block 26</u>                                | <i>Name of Key Personnel (from Section E block 12)</i> - Add name of firm where individual is employed, <i>e.g.</i> , <i>John Smith (ABC Corp)</i>  |   |                       |
|            | <u>Block 28</u>                                | <i>Example Projects Listed in Section F</i> - Provide "up to" 8 projects listed consecutively / horizontally across the page, <i>e.g.</i> , "1 2 3...8"   |   |                       |
|            | <u>Block 29</u>                                | <i>Example Projects Key</i> - List projects provided in Section F. Limit 9 projects.  |   |                       |

| SECTION | REFERENCE                                       | GENERAL INFORMATION / INSTRUCTIONS<br>BINDER 1 (CONTINUED)   | PAGE<br>LIMIT | CHECK IF<br>SUBMITTED |
|---------|---|--|---------------|-----------------------|
| VII     | SF 330 Part I,<br>Section H Capacity            | <i>Capacity.</i> In narrative form demonstrate how Offeror will manage, coordinate and administer the work within the prime and among any teaming partners. [Reference (3) Capacity of synopsis.]  | 10            |                       |
| VIII    | SF 330 Part I,<br>Section H<br>Past Performance | <i>Past Performance.</i> In narrative form, for projects provided under Specialized Experience and Technical Competence, cite past performance in terms of cost control, quality of work and compliance with performance schedules. Offeror shall provide reference information as outlined under Specialized Experience and Technical Competence. Offeror may include any ratings, letters of appreciation or performance, awards etc., for relevant experience. [Reference (4) Past Performance of synopsis] | 15            |                       |
| IX      | SF 330 Part I,<br>Section H<br>Location         | <i>Location.</i> In narrative form, demonstrate proposed team's familiarity with conditions by state or country. Identify knowledge of and experience dealing with, the regulatory agencies, geological features, logistics, climatic conditions or local construction methods, culture, customs and languages that are unusual or unique. [Reference (5) Location of synopsis]  | 2             |                       |
| X       | SF-330 Part I,<br>Section H                     | <i>Performance Against Small Business (SB) Subcontracting Plans.</i> Firm shall submit the latest individual subcontracting report or commercial equivalent. [Reference (6) Performance Against SB Subcontracting Plans of synopsis]   | 2             |                       |
| XI      | SF 330 Part I,<br>Section H<br>Volume of Work   | <i>Volume of Work.</i> Offeror shall submit in table format (similar to SF 330, Part II, Block 11) the volume of DOD work, volume of CONUS work, and volume of OCONUS work. [Reference (7) Volume of Work of synopsis]   | 1             |                       |
| XII     | SF 330 Part II                                  | <i>General Qualifications.</i> (Limit 1 page per prime offeror and each proposed team partner(s)). A Part II is required for <b>each office</b> (Prime and/or team partner(s)) that will perform services as described in the A-E13ES SOW B and Synopsis.  | 1 ea.         |                       |
| XIII    | Offeror<br>Information                          | <i>Teaming information.</i> Offeror shall provide a narrative summary of proposed teaming partners, outlining overall management and proposed percentage/balance of work to be subcontracted to each teaming partner. Additionally, Offeror shall submit all teaming agreements.   | No limit      |                       |
| XIV     | OCI<br>Acknowledgement                          | <i>OCI Acknowledgement.</i> Offeror shall include acknowledgement and statement of understanding of the OCI clause.  | 1             |                       |