

**Federal Acquisition Regulation (FAR)
Architect-Engineer Qualifications (SF-330)
OMB Control No. 9000-0157
Justification - Part A Supporting Statement**

FAR section affected: SF 330

Overview of Information Collection:

- This justification supports clearance of an extension of the collection.

There are no program changes. The FAR requirements remain the same. This extension includes adjustments to the burden due to use of the latest procurement data available in the System for Award Management (SAM) at SAM.gov (formerly FPDS.gov), and the calendar year 2026 Office of Personnel Management (OPM) General Schedule (GS) wage rates for the rest of the United States as explained in item 15.

1. Need & Method for the Information Collection. This clearance covers the information that offerors must submit to comply with the following FAR requirements:

Standard Form (SF) 330, Architect-Engineer Qualifications. As specified in FAR 36.702(b), an architect-engineer firm must provide information about its qualifications for a specific contract when the contract amount is expected to exceed the simplified acquisition threshold (SAT).

Part I—Contract-Specific Qualifications. The information on the form is reviewed by a selection panel composed of professionals and assists the panel in selecting the most qualified architect-engineer firm to perform the specific project. The form is designed to provide a uniform method for architect-engineer firms to submit information on experience, personnel, and capabilities of the architect-engineer firm to perform along with information on the consultants they expect to collaborate with on the specific project. Part I of the SF 330 may be used when the contract amount is expected to be at or below the SAT, if the contracting officer determines that its use is appropriate.

Part II—General Qualifications. The information obtained on this form is used to determine if a firm should be solicited for architect-engineer projects. Architect-engineer firms are encouraged to update the form annually. Part II of the SF 330 is

used to obtain information from an architect-engineer firm about its general professional qualifications.

The SF 330 accomplishes the following:

- Expands essential information about qualifications and experience data including:
 - ✓ An organizational chart of all participating firms and key personnel.
 - ✓ For all key personnel, a description of their experience in 5 relevant projects.
 - ✓ A description of each example project performed by the project team (or some elements of the project team) and its relevance to the agency's proposed contract.
 - ✓ A matrix of key personnel who participated in the example projects. This matrix graphically illustrates the degree to which the proposed key personnel have worked together before on similar projects.
- Reflects current architect-engineer disciplines, experience types and technology.
- Permits limited submission length thereby reducing costs for both the architect-engineer industry and the Government. Lengthy submissions do not necessarily lead to a better decision on the best-qualified firm. The proposed SF 330 indicates that agencies may limit the length of a firm's submissions, either certain sections or the entire package. The Government's right to impose such limitations was established in case law (Coffman Specialties, Inc., B-284546. N-284546/2, 2000 U.S.Comp.Gen.LEXIS 58, May 10, 2000).

2. Use of the Information. The contracting officer uses the information provided on the SF 330 to evaluate firms to select an architect-engineer firm for a contract.

3. Use of Information Technology. Federal agencies use information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the offerors may submit this information collection requirement electronically.

4. Non-duplication. These requirements are issued under the FAR, which has been developed to standardize Federal procurement

practices and eliminate unnecessary duplication.

5. Burden on Small Business. The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations, and prudent business practices.

6. Less Frequent Collection. Collection of information on a basis other than solicitation-by-solicitation is not practical.

7. Paperwork Reduction Act Guidelines. Collection is consistent with guidelines in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments.

A. A 60-day notice was published in the *Federal Register* at 91 FR 30304, on May 22, 2026. Comments were received from a respondent; however, they did not change the estimate of the burden.

Summary of comments: The respondent recommended updates for the SF 330 form, aiming to modernize the form and reduce administrative burdens without fundamentally altering the form's core purpose. Key recommendations include publishing an official editable Microsoft Word version to support collaborative workflows, updating outdated contact information blocks, and adding essential date information such as proposal due dates and amendment acknowledgments. The respondent asserts that the recommended revisions would improve form clarity, ensure consistency for federal selection boards, and better reflect contemporary industry practices.

Response: The FAR Council appreciates the feedback received. The revisions to the SF 330 recommended by the commenter would require rulemaking. The respondent will have the opportunity to provide feedback when proposed changes to FAR Part 36 are published for comment soon as part of FAR Case 2026-010, Revolutionary Federal Acquisition Regulation Overhaul parts 14, 28, and 36.

B. A 30-day notice was published in the *Federal Register* at [91 FR 52693](#), on [August 14, 2026](#).

9. Gifts or Payment. This collection does not provide any payment or gift to respondents, other than remuneration of contractors.

10. Privacy & Confidentiality. This information is disclosed only to the extent consistent with prudent business practices, current

regulations, and statutory requirements.

11. Sensitive Questions. No sensitive questions are involved.

12. Burden Estimate.

Estimated total annual public hour and cost burden.

Subject matter experts have determined that the public reporting burden for this collection of information is estimated to average 29 hours (25 hours for Part I and 4 hours for Part II) per response, including the time for reading the instructions, gathering the facts, and answering the questions. Because of the tailoring required by the form for each project submittal, there are virtually no savings in burden hours by repeat submittals. The annual average number of new Architectural Services contracts (NAICS code 541310) awarded in SAM.gov between fiscal years 2023 through 2025 was 402. The annual reporting burden is estimated as follows:

Estimated number of respondents/yr.....	402
Responses per respondent.....	<u>x 4</u>
Total annual responses.....	1,608
Estimated hrs/response.....	<u>x 29</u>
Estimated annual burden hours.....	46,632
Hourly rate*.....	<u>x \$86</u>
Estimated annual cost to the public.....	\$4,010,352

Note: The hourly rate is calculated by applying a 36.25 percent fringe factor and a 12 percent overhead factor to a base hourly rate and then rounding to the nearest whole dollar. The base hourly rate is derived from the OPM 2026 GS Locality Pay Table for the rest of the U.S. ("Salary Table 2026-RUS"). The fringe factor is derived from OMB memorandum M-08-13. The overhead factor is derived from the OMB Circular No. A-76 Revised Supplemental Handbook.

* For a GS-13/step 5, the base hourly rate is \$57.80 and loaded rounding to the nearest whole dollar is \$86.

13. Estimated nonrecurring costs. Not applicable.

14. Estimated cost to the Government. Time required to review information is estimated at 4 hours per response.

Estimated responses/yr.....	1,608
Reviewing time (hr)/response.....	<u>x 4</u>
Review time /yr.....	6,432
Hourly rate*.....	<u>x \$86</u>
Estimated annual cost to the Government...	\$553,152

15. Reasons for changes.

There are no program changes. The FAR requirements remain the same. This extension includes adjustments to the public and Government burden estimates based on the following:

- The estimated number of respondents and responses per year is based on the historical average of procurement data in SAM.gov for the three most recent fiscal years 2023 through 2025.
- The estimated cost per hour is based on use of the calendar year 2026 OPM GS wage rate for the rest of the United States.

	2023 Estimate	2026 Estimate	Change in Burden
Number of respondents	682	402	-280
Total annual responses	2,728	1,608	-1,120
Total burden hours	79,112	46,632	-32,480
Total annual cost to public	\$6,249,848	\$4,010,352	-\$2,239,496

16. Publicizing Results. Results will not be tabulated or published.

17. OMB Not to Display Approval. Approval to *not* display the expiration date for OMB approval of the information collection is not sought.

18. Exceptions to "Certification for Paperwork Reduction Submissions." There is no exception to the certification statement.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods. Statistical methods are not used in this information collection. A Part B supporting statement is not needed, or required, and therefore was not completed.

FY	<u>SAM.gov award data totals</u>	
	<u>Awards</u>	<u>Unique entities</u>
2023	472	228
2024	388	208
2025	346	178
Average	402	205