

# PUBLIC SUBMISSION

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**Docket:** FAR-2026-0168

FAR Information Collection: Architect-Engineer Qualifications (SF-330) (OMB Control No. 9000-0157)

**Comment On:** FAR-2026-0168-0001

Agency Information Collection Activities; Proposals, Submissions, and Approvals: Architect-Engineer Qualifications

**Document:** FAR-2026-0168-0002

Comment on FR Doc # 2026-10288

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## Submitter Information

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## General Comment

In response to the Government's request for comments, we have attached our recommendations regarding OMB Control No. 9000-0157, Architect-Engineer Qualifications (SF 330). These comments reflect the perspective of architecture, engineering, and construction (AEC) professionals who regularly prepare SF 330 submissions for Federal procurements. We appreciate the opportunity to provide feedback.

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## Attachments

Comments\_OMB Control No 9000-0157\_Architect-Engineer Qualifications\_SF-330\_7-17-2026

July 17, 2026

Office of Federal Procurement Policy (OFPP)  
Attn: Janet Fry, Director, Federal Acquisition Policy Division, Office of Governmentwide Acquisition Policy,  
Office of Acquisition Policy, Office of Governmentwide Policy.

RE: OMB Control No. 9000-0157, Architect-Engineer Qualifications (SF-330)

Dear Ms. Fry:

On behalf of architecture, engineering, planning, environmental, and construction (AEC) professionals who regularly prepare Standard Form 330 (SF 330) submissions, we appreciate the opportunity to provide comments regarding potential improvements to the SF 330, Architect-Engineer Qualifications form.

### Introduction

The SF 330 is a central qualifications-based procurement tool used by Federal agencies to evaluate architect-engineer firms under qualifications-based selection. As marketing professionals, proposal managers, project managers, and technical practitioners who routinely develop SF 330 responses, we have firsthand experience with both the value of the form and the practical challenges that arise when preparing compliant, clear, and evaluator-focused submissions.

These comments are submitted from the perspective of AEC practitioners who support Federal pursuits across a range of project types, agencies, and acquisition strategies. Our intent is to preserve the SF 330's core purpose while recommending targeted updates that would improve clarity, reduce administrative burden, and better reflect current industry practice.

### Background

These comments focus on specific portions of the SF 330 where practitioners identified opportunities for improvement, modernization, or clarification. The relevant sections include:

- Part I, Section A — Contract Information.
- Part I, Section B — Architect-Engineer Point of Contact.
- Part I, Section F — Example Projects Which Best Illustrate Proposed Team's Qualifications.
- Instruction pages listing disciplines, experience categories, and profile codes.

The comments gathered do not suggest that the SF 330 should be replaced or fundamentally redesigned. Instead, the comments identify practical improvements that would make the form easier to use, more consistent to interpret, and more useful to Federal selection boards. Several comments relate to blocks that are outdated or ambiguous, while others identify areas where the form does not fully reflect modern credentialing, team structures, and alternative delivery methods commonly used in Federal AEC work.

### Analysis

#### **Modernizing the Form Format Would Reduce Administrative Burden**

Commenters requested that the official SF 330 be made available in Microsoft Word as well as PDF. A Word version would better support collaborative editing, accessibility, proposal production workflows, and consistent formatting. Many proposal teams currently recreate portions of the form to support internal review and production, which adds administrative effort without improving the substance of the qualifications submitted. Providing an official Word version would allow firms to spend less time resolving formatting limitations and more time presenting relevant qualifications, project experience, and personnel credentials. Maintaining both a fillable PDF and an editable Word version would preserve flexibility for agencies and industry users.

### **Use of Common Communication Practices**

The current point-of-contact area includes a Fax Number Block (Part I, B, Block 7). A fax number is rarely used as a routine communication method for most AEC proposal submissions or project references. This block could be updated to include more relevant communication methods, such as an email address or phone number for project owner point of contact. In many current business environments, email is the most reliable way to initiate reference communication. Providing flexibility would better align the form with actual evaluator and industry communication practices. Similarly, for Part I, Section F, Block 23.c, Point of Contact Telephone Number, it would be helpful to add the option to include email address (e.g. Point of Contact Telephone Number or Email Address).

### **Date Block to Inform Deadline and Acknowledge Receipt of Amendments**

While the public notice date (Part I, A, Block 2) has informational value, the proposal due date is often the date that drives compliance planning, production schedules, quality control, and submission risk management. Additionally, agencies frequently require offerors to acknowledge amendments. There is no designated area to provide such information. Adding a Proposal Due Date and an Amendment Acknowledgment block would provide useful schedule context, in lieu of or in addition to the public notice date.

### **Recommendations**

We respectfully recommend the following targeted revisions to the SF 330:

#### **Publish an editable Word version of the SF 330.**

- Maintain the existing fillable PDF version.
- Provide an official Microsoft Word version for collaborative editing and proposal development.
- Ensure the Word and PDF versions remain consistent in content and instructions.

#### **Modernize contact information blocks in Section B and Section F.**

- Remove the fax number block from the point-of-contact area.
- Allow project owner information to include email or phone number.
- For Point of Contact Telephone Number, add the option to include email address.

#### **Expand the Public Notice Date block in Section A.**

- Add Proposal Due Date as a separate block in Part I, Section A.
- Alternatively, revise the date block to include both Public Notice Date and Proposal Due Date.
- Provide a designated block for Amendment Acknowledgment.

### **Conclusion**

The SF 330 remains an important and widely recognized tool for Federal architect-engineer qualifications-based selection. The recommendations provided in this letter are intended to strengthen the form's usefulness without changing its fundamental purpose.

Targeted updates would improve clarity, reduce administrative burden, better reflect current AEC credentials and delivery practices, and provide Federal evaluators with clearer and more consistent qualifications information. Specifically, we recommend publishing an editable Word version, modernizing contact blocks, adding a Proposal Due Date block, clarifying Section C role instructions, adding a dedicated certifications block, improving Section F project description space, and updating experience categories and profile codes.

We appreciate the opportunity to provide these comments and respectfully request that these recommendations be considered in future updates to the SF 330. We would welcome continued dialogue with Federal agencies and industry stakeholders on practical improvements that support efficient, fair, and qualifications-based AEC procurement.

Sincerely,



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