## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION 1. TITLE AND LOCATION (City and State)								
1. 1								
2. P	2. PUBLIC NOTICE DAT 3. SOLICITATION OR PROJECT NUMBER							
					B. ARCHITEC	T-ENGINEER PO	DINT OF CONTACT	
4. N	IAME A		TLE					
5. N	IAME C	OF FIRI	М					
6 Т			NUMBER		7. FAX NUMBER		8. E-MAIL ADDRESS	
0.1			NOMBER		7. TAX NOWDER		0. E-WAIE ADDITEOU	
						C. PROPOSED	TEAM	
				(Compl			actor and all key subcontracto	ors.)
		(Cheo	ck)					
			-'N OR	9. FIRM NAME			10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	>-ſ	SUBCON- TRACTOR	-				
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a.				CHECK IF BRANCH				
b.								
				CHECK IF BRANCH OFFICE				
c.								
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d.				CHECK IF BRANCH	OFFICE			
e.								
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f.								
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D. ORGANIZATIONAL CHART OF PROPOSED TEAM

#### **ORGANIZATIONAL CHART**

INSTRUCTIONS FROM WORDSWORTH: This can be turned into a landscape page by clicking on File, Page Setup, Landscape. The other pages will not be affected as we inserted section breaks around this page.

12. NAME	13. ROLE IN THIS CONTRACT	a. TOTAL	EARS EXPERIENCE D. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State)			

16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND
•	DISCIPLINE)
	•

	19. RELEVANT PROJECTS				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)		
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	brmed with current firm		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)		
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)		
с.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		rmed with current firm		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)		
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)		
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
e.					

12. NAME	13. ROLE IN THIS CONTRACT	14. Y	EARS EXPERIENCE
		a. TOTAL	EARS EXPERIENCE b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State)			

16. EDUCATION (DEGREE AND SPECIALIZATION)

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17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

	19. RELEVANT PROJECTS				
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		PROFESSIONAL SERVICES	CONSTRUCTION (If		
			applicable)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
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	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If		
			applicable)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
b.	(-)				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If		
			applicable)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed with current firm			
c.					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
		PROFESSIONAL SERVICES	CONSTRUCTION (If		
			applicable)		
-1	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
d.					
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		PROFESSIONAL SERVICES	CONSTRUCTION (If		
			applicable)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	prmed with current firm		
e.		FJoot Point			

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		PROFESSIONAL SERVICES				
			applicable)			
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DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

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a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	rmed with current firm	
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DISCIPLINE)

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			20. EXAMPLE PROJECT KEY NUMBER
(Present as many pro	OJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT jects as requested by the agency, or 10 projects, if . Complete one Section F for each project.)	not specified.	1
21. TITLE AND LOCATION (City and State) 22. YEAR COM		COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	23. PROJECT OWNER'S INFO	RMATION	
a. PROJECT OWNER	b. POINT OF CONTACT NAME		ITACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PRO	DJECT AND RELEVANCE TO THIS CONT	FRACT (Include scope, size, a	and cost)

25. FIRMS FROM	A SECTION C INVOLVED	WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.			
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
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b.			
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			20. EXAMPLE PROJECT KEY NUMBER
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25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT
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	20. EXAMPLE PROJECT KEY NUMBER		
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21. TITLE AND LOCATION (City and State	Complete one Section F for each project.) e)	22. YEAR C	COMPLETED
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	23. PROJECT OWNER'S INFO	DRMATION	
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24. BRIEF DESCRIPTION OF P	ROJECT AND RELEVANCE TO THIS CON	FRACT (Include scope, size, a	and cost)

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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)							

25. FIRMS FROM SECTION C INVOLVED WITH THIS PRO	JECT

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AUTH	ORIZED FOR LOCAL REPRODUCTION	ST	ANDARD FORM 330 (6/2004) PAGE 25
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	5. NAMES OF KEY PERSONNEL (From Section E, Block 12)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)										
			1	2	3	4	5	6	7	8	9	10
		29. EXAMP	LE PR									
NO.	TITLE OF EXAMPLE	PROJECT (FROM SECTION F)	NO.		LE OF	EXAM	IPLE P	ROJE	CT (FR	OM SE	CTIO	NF)
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2			7		-							
3			8									
4			9									
5			10									

## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

NOTE FROM DR. OSWALD OR WORDSWORTH (<u>WWW.WORDSWORTHWRITING.NET</u>): YOU CAN INSERT AS MANY EXTRA H PAGES AS YOU NEED (depending on the proposal requirements, of course), OR DELETE EXTRAS. YOU CAN ALSO SELECT THE TEXT AND CHANGE THIS INTO TWO OR THREE COLUMNS INSTEAD OF ONE. TO INSERT PICTURES, YOU MIGHT WANT TO INSERT A TEXT BOX AND PLACE THE PICTURE INSIDE THE TEXT BOX FOR BEST MANEUVERABILITY. I ALSO LIKE TO INSERT A PICTURE INTO EACH OF THE PROJECT PAGES, USING THIS SAME TECHNIQUE. Again, an upgrade to our SF330 long form will save you a lot of time formatting this SF330 (only \$34 more for \$25 version purchasers.)

You do not have to insert a table of contents, but I did, as well as sample headings, to show you how I like to do it. I also like to make this section into two columns; I think it looks better, but that is up to you. Please contact me if you would like me to edit and format (or fix any formatting) on your SF330 or other proposals, reports, or other documents. Just email me the document at editor@ wordsworthwriting.net, and I will give you an estimate for editing it. Thank you! --Lori Jo Oswald, Ph.D., Wordsworth, 907-745-5674

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<u>1.0</u>	HEAD	DING 1 HERE	26
	1.1.	Heading 2 Sample	26
		1.1.1. Heading 3 sample	
<u>2.0</u>	HEAD	DING 1 SAMPLE 2	
	2.1.	Heading 2	26
		2.1.1. Heading 3 Sample 2	

## 1.0 HEADING 1 HERE

Text here. Note that you can also use colors on these headings.

## 1.1. Heading 2 Sample

Text sample

1.1.1. Heading 3 sample

Text

## 2.0 HEADING 1 SAMPLE 2

Text

2.1. Heading 2

Text

## 2.1.1. Heading 3 Sample 2

## I. AUTHORIZED REPRESENTATIVE

 The foregoing is a statement of facts.

 31. SIGNATURE

 32. DATE

33. NAME AND TITLE

		(16	a firm has brans	PART II - G	ENERAL QUAL	IFICATIONS		(ing work)		
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								b. SMALL BUSINESS	S STATUS	
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				c. No. of	Employees					
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		-								
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				c. No. of	Employees					c. Revenue
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				c. No. of	Employees					c. Revenue
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SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right) a. Federal Work b. Non-Federal Work			1.         Less than \$100,000.         6.           2.         \$100,00 to less than \$250,000         7.           3.         \$250,000 to less than \$500,000         8.           4.         \$500,000 to less than \$1 million         9.           5.         \$1 million to less than \$2 million         10				<ul> <li>\$2 million to less than \$5 million</li> <li>\$5 million to less than \$10 million</li> <li>\$10 million to less than \$25 million</li> <li>\$25 million to less than \$50 million</li> </ul>			
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			c. No. o	f Employees				c. Revenue
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2b. STREET								5. OW	NERSHIF	)
								a. TYPE		
2c. CITY					2d. STATE	2e. ZIP CO	DDE	b. SMALL BUSINESS S	STATUS	
6a. POINT OF C	ONTACT NAM	IE AND TITL				1				
								7. NAME OF FIRM (If &	olock 2a is a	branch office)
6b. TELEPHONE	E NUMBER		6c. E-MAIL ADD	RESS						
		8a. F0	ORMER FIRM N	NAME(S) (If a	any)			8b. YR. ESTABLISH	ED 8c.	DUNS
									NU	MBER
	9. EI	MPLOYEE	S BY DISCIP	LINE				E OF FIRM'S EXPE AGE REVENUE FC		
				c. No. of	Employees					c. Revenue
a. Function Code		b. Disciplir	ne	(1) FIRM	(2) BRANCH	a. Profile Code		b. Experience		Index Number (see below)
		-								
11. ANNI	JAL AVERA	SE PROFES	SSIONAL		PROFESS	IONAL SER	VICES			
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right) a. Federal Work b. Non-Federal Work			PROFESSIONAL SERVICE           1.         Less than \$100,000.         6.           2.         \$100,00 to less than \$250,000         7.           3.         \$250,000 to less than \$500,000         8.           4.         \$500,000 to less than \$1 million         9.				\$2 million to less than \$5 million \$5 million to less than \$10 million \$10 million to less than \$25 million \$25 million to less than \$50 million			
c. Total Wor	k			5.\$1 m	nillion to less th	απ ψ∠ ΠΠΠΟΠ	10.	\$50 million or greater		
		1			RIZED REPR					
a. SIGNATURE					3.2 4 5.4.01			b. DA	TE	
c. NAME AND T	IILE									

## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

	(Com	plete one Section E for each key p	erson.)	
12.	NAME	a. TOTA	4. YEARS EXPERIENCE	
15	FIDM NAME AND LOCATION (Officered State)			
15.	FIRM NAME AND LOCATION (City and State)			
16.	EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRE DISCIPLIN	ENT PROFESSIONAL REGISTRA	TION (STATE AND
	•	DISCIPLIN	L)	
18.	OTHER PROFESSIONAL QUALIFICATIONS (Publications,	Organizations, Training, Awards, etc.)		
		19. RELEVANT PROJECTS		
	(1) TITLE AND LOCATION (City and State)			COMPLETED
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
2				
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AN	ID SPECIFIC ROLE	Check if project perfe	ormed with current firm
	(1) TITLE AND LOCATION (City and State)		(2) YEAR C	COMPLETED
			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AN	ID SPECIFIC ROLE	Check if project perfe	ormed with current firm
	(1) TITLE AND LOCATION (City and State)		(2) YEAR C	COMPLETED
			PROFESSIONAL SERVICES	CONSTRUCTION (If
				applicable)
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AN	ID SPECIFIC ROLE	Check if project perfe	ormed with current firm
0.				

	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfc	rmed with current firm
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED

		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project perfo	rmed with current firm