

A&E CONSULTANT'S SOQ RESPONSIVENESS CHECKLIST

The following checklist is provided as a tool to assist Consultants responding to a Request for Qualifications (RFQ). Solicitations may differ in their requirements; therefore, please read each solicitation carefully to ensure responsiveness. Also refer to "Statement of Qualifications Submittal Instructions and General Contract Process Information."

- Received by submittal date and time
- Required number of copies submitted to each location specified
- SOQ includes the following six (6) sections:

Section 1 – Transmittal Letters

- Letter from Prime Contractor
- Letter from Subcontractor(s)

Goal Documentation (unless exempt)

- Disadvantaged Business Enterprise (DBE) Goals
 - ADM-0227F
 - Good Faith Effort Documentation, ADM-0312F (optional)
- Disabled Veteran Business Enterprise (DVBE) Goals
 - STD 840
 - GSPD-05-105

Consultant/Contractor Registration Program - Only for contracts containing public work elements subject to prevailing wage requirements.

Section 2 – General Services Administration Standard Form SF330

Part One: Contract Specific Qualifications

- Contract Information
- Architect-Engineer Point of Contact – Prime Information
- Proposed Team
- Organizational
- Resumes of Proposed Key Personnel
- Example Projects
- Verification/Consultant Reference Check Form
- Key Personnel Participation in Example Projects
- Additional Information

Part Two: General Qualifications – Not Required

Section 3 – Availability Table or Graph

Section 4 – Communication Plan

Section 5 – Work Force Analysis (if applicable)

Section 6 – Nondiscrimination Statement (if applicable)