

SAO eNews  
State Architect's Office / Columbus, Ohio  
April 1, 2008

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1. Deadline extended for SAO consultant list projects

Due to concerns about the e-mail notification process (see article 2 below), SAO has extended the deadline for two requests for qualifications (RFQs): Project number DAS-080777 (SAO-ES Energy Consultant List) and project number DAS-080999 (SAO Consultant List – Supplemental). The new deadline for statements of qualifications is Friday, April 11.

To view the RFQs for these projects, go to the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> and click on "Current RFQs."

2. RFQ notifications update

In November 2007, the OAKS Capital Improvements team announced the new request for qualifications (RFQ) process and subscription service to receive e-mail notifications when an RFQ is posted to the site. Over the last few months, the team has noticed several bounced e-mail notifications. Notifications are sent as a bulk e-mail which may be interrupted by your company's spam blocker. If you signed up for notifications but are not receiving them, please contact your company's IT department for more information to allow these notifications. Also, please continue to check the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> regularly so that you are not missing new RFQs or important updates and/or deadline changes to the RFQs.

3. Summary of the differences between the State of Ohio SF330 and the federal version

The newest version of the State of Ohio SF330 (SAO form F110-330) can be found on the SAO Web site at <http://www.ohio.gov/sao> under the "Forms/Documents" menu.

Many changes were made to the federal version of the SF330 form to make it applicable to state of Ohio projects. The changes are summarized below.

Changes to the Instructions:

- Title of form changed from "Architect/Engineer Qualifications" to "Statement of Qualifications" in order to allow submittals for Construction Management and other services.
- References to the Federal Brooks A-E Act were changed to the applicable Ohio Revised Code references.
- All references to "A/E" were changed to "professional services" or "firm."
- Part II of the form is required with each project submittal and no later than Oct. 1 of each year to the State Architect's Office to be kept on file (see article 4).
- All references to "agency" were changed to "contracting authority."
- Certain definitions were updated to applicable state of Ohio terminology
- The Web site reference under Public Notice Date was changed to [ci.oaks.ohio.gov](http://ci.oaks.ohio.gov).
- Current professional registrations must be in the state of Ohio.

Changes to Part I:

- Section A: Solicitation number is now project number.
- Section C: Prime contractor is referred to as lead firm.
- Section C: A checkbox was added under firm name for EDGE status.

- Section E: Example project key number added to relevant project section.
- Section F: Maximum of 10 projects accepted.
- Section F: Relevant project experience matrix page added.
- Section H: Commitment to Participate in the EDGE Business Assistance Program language added.

#### Changes to Part II:

- Section 4: Federal Tax Identification number required instead of Dun and Bradstreet (DUNS) number.
- Section 5: EDGE-certified Business Enterprise status requested instead of small business status.
- Section 8: Federal Tax Identification number required instead of DUNS number.
- Section 11: Annual average professional services revenues of firm for last “three years” changed to “two years.”
- Section 11: Federal and non-federal work changed to “Contracting Authority” and “other state work.”

#### 4. Annual professional services qualifications deadline (SF330 Part II)

Professional design firms and construction managers responding to State of Ohio projects must submit a copy of Part II of the SF330 form (SAO Form #F110-330) annually by Oct. 1 in order for the firm to be considered for state work. Forms should be sent directly to the State Architect’s Office at 4200 Surface Road, Columbus, Ohio 43228-1395. Firms also may e-mail a signed copy of the form in PDF (portable document format) to [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us). Only signed copies will be accepted. In addition, ADM-0254 forms are no longer applicable and will not be accepted.

To access the SF330 form online, go to [www.ohio.gov/sao](http://www.ohio.gov/sao) and click on “Forms/Documents” then scroll down under “Acquisition” to form number F110-330.

#### 5. Another successful SAO College

Approximately 200 professionals attended SAO College Spring 2008 held March 13, 19 and 25 in North Canton, Cincinnati and Columbus, respectively.

Sponsored by the State Architect's Office, this year's SAO College provided our customers, including architects, engineers, contractors, construction managers and state agency and institutional owners, with information on how to do business with the State Architect's Office to help produce successful public construction projects.

SAO wishes to thank the following individuals for their assistance in the presentation of SAO College: Geoff Eaton, bureau chief, Ohio Department of Commerce, Industrial Compliance Division, Bureau of Building Code Compliance; Fred Timm and Scott Costa of Relocation Strategies and Michael Tarullo, Esq., of Schottenstein, Zox and Dunn.

For more information about SAO College, contact Angie Carder at 614.752.0448. Stay tuned to SAO eNews for dates and locations of upcoming SAO College events.

#### 6. Ohio Register archive

At the end of each month, all RFQs published during that month are compiled into one "Ohio Register" document using the next issue number. RFQs will continue to be accessible individually on the “Current RFQs” page of the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> until the response deadline. The archived Ohio Register documents also are available via this site under the title of “Archived RFQs.” For more information or questions about this process, please contact Angie Carder at 614.752.0448 or at [angie.carder@das.state.oh.us](mailto:angie.carder@das.state.oh.us).

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