



**US Army Corps  
of Engineers®**

# ENGINEERING AND CONSTRUCTION BULLETIN

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**Subject: Architect-Engineer Contract Administration Support System (ACASS) SF 330  
Qualified Architect-Engineer (A-E) Firms Search**

**Applicability: Information**

1. Reference:

- a. ER 415-1-17, Construction Contractor Performance Evaluations, dated 26 March 93.
- b. SF 330 Form - Architect-Engineer Qualifications

2. The purpose of this ECB is to inform all ACASS users of the ability of the ACASS system to provide specific A-E market research information.

3. The SF 330 A-E Qualified Firm Search is available in ACASS and allows authorized government users with Business Analysis Report access to query for specific A-E qualifications in support of market research activities or whenever emergency work requirements arise. Business Analysis Reports access is granted only upon the completion of a signed Business Analysis Reports User Access Request Form available at the following site:

<http://www.cpars.csd.disa.mil/accessforms/userforms.htm>.

4. Users can search all SF 330 Part II information that has been transferred to ACASS from the Federal Online Representations and Certifications Application (ORCA). The SF 330 Qualified Firm Search allows users to search by experience and/or discipline codes, firm type, and geographic location. As a minimum, the user must select at least one experience code or one discipline code from the drop-down boxes and at least one geographic location. Submission of SF 330 Part II information to ORCA is voluntary for all A-E firms. Only firms electing to submit SF 330 Part II information to ORCA are included in the SF 330 Qualified Firm Search results.

5. If you have questions about information reflected in these reports, or applying for access, contact the Contractor Appraisal Information Center (CAIC) at 503-808-4590. The Point of Contact for this ECB is Ms. Marilyn Kells, at 503-808-4590 or Mr. Walt Norko, CECW-CE at (202) 761-4125.

/S/  
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