

University of Arizona

Date Issued: January 25, 2024

THE ARIZONA BOARD OF REGENTS

for and on behalf of

The University of Arizona

2024 ANNUAL REQUEST FOR QUALIFICATIONS

for

DESIGN-RELATED CONSULTING & SUPPORT SERVICES

ADVERTISEMENT

2024 ANNUAL REQUEST FOR QUALIFICATIONS (ARQ)

FOR DESIGN-RELATED CONSULTING AND SUPPORT SERVICES

In keeping with the University's continuing efforts to engage with our design-related consultant community and to deliver successful projects as efficiently as possible, the University of Arizona is updating its consultant qualifications files to ensure we have the most current information entered into our database. As we issue this ARQ, we want to be transparent with our projections of potentially fewer projects and more firms submitting, thus decreasing the opportunity of being selected to perform consulting services. With reduced funding for both building and program, the University is doing all it can to address the facility needs of the campus while utilizing the most efficient and successful project delivery processes. We seek to provide the best match of consultant-to-project and to do so with a desire toward distributing work to the community. During the past year, fifty-three smaller projects were awarded for services to a consulting pool of seventy-six participants and a number of these projects were only for speculative feasibility studies. We always appreciate your interest, your responses, and your understanding relative to the current economic climate and our desire to work with the community.

All respondents are ***strongly*** urged to review this year's Annual Request for Qualifications. Responses will be electronically submitted. To access the UA 2024 ARQ, go to <https://pdc.arizona.edu/arg>. ARQ Part 1 is to be entered manually by the consultant. ARQ Part 2 – Government Standard Form SF330, Sections "E", "F", "G", and "H", is to be completed, scanned, and electronically submitted. Section "I", page 5 of the SF330, must be signed. Client References are also to be scanned and electronically submitted with ARQ Part 2. Responding firms are responsible for keeping information current and up to date by notifying the University of any changes. The University is not liable for a firm not being selected for project work due to outdated or incorrect information. The deadline for receipt of ARQ responses is **5:00 p.m., February 22, 2024**.

Purpose

1. To provide the prospective consultant with the opportunity to indicate interest in being considered for University work and to establish areas of interest, expertise, and experience.
2. To provide the University with an updated and current consultant database (by interest and qualification) that will be used to develop shortlists with no further advertisement related to design consulting services. By submitting data to the University, a respondent agrees to the terms and conditions contained in the Standard Form of Agreement Between Owner and Design Professional (Annual Request For Qualifications Edition), also known as "open-end contracts" or "open-end agreements", for these services. Individual project fees will not exceed **\$500,000**.

Consulting services near or over the above limit are generally procured by a separately advertised Request for Qualifications (RFQ) pertaining to the particular project.

This ARQ is a means to establish qualifications only. The respondent is responsible for the accuracy of information submitted but incurs no further obligation to enter into a contract as a result of the submittal. Attention is directed to Section II, Instructions to Respondents, and Section III, Implementation Procedure, of this ARQ. The University will utilize material submitted as an aid in the selection of prospective consultants. Only "Open-End" or project-specific contracts will be binding on either the Consultant or the University. A pro-forma contract is available for inspection online at <https://pdc.arizona.edu/arg>

Submission of an Annual Request for Qualifications shall constitute unconditional acceptance by the Respondent of all the terms, clauses, and conditions of the Pro Forma Agreement which will be used for Projects awarded under the University of Arizona – Standard Form Agreement Between Owner and Design Professional (Annual Request for Qualifications Edition).

The University reserves the right to reject any or all submittals for any reason it may determine and to waive or decline to waive any irregularities therein.

NO MATERIAL BEYOND THAT REQUESTED SHOULD BE INCLUDED.

Copies of the
Annual Request For Qualifications
may be obtained online at:
The University of Arizona
<https://pdc.arizona.edu/arg>

ARIZONA BOARD OF REGENTS
By: Ralph Banks, P.E., P.Eng., CEM, LEED AP
Executive Director, Engineering, Design, & Construction
Department of Planning, Design, & Construction

Publish: Daily Territorial: Thursday, January 25, 2024 and Thursday, February 1, 2024

SECTION II

INSTRUCTIONS TO RESPONDENTS

General

All ARQ responses should follow the format described in the paragraphs below to allow a standard basis for data collection. Failure to follow the instructions regarding format and content may result in submittal not being approved for entry into the database.

Contents of Submittals

NOTE TO RESPONDENTS: THE GSA SF330 AND CLIENT REFERENCES SHOULD BE COMPLETED, SCANNED, AND SAVED IN AN EASILY ACCESSIBLE LOCATION SO THEY WILL BE READY TO UPLOAD AFTER ARQ PART 1 HAS BEEN SUBMITTED. PART 1 WILL NEED TO BE RE-ENTERED IF THE SF330 IS NOT SCANNED AND SAVED BEFOREHAND.

A complete submittal consists of the following:

1. ARQ Part 1: Respondents are encouraged to include **only** items that are within the scope, size, experience, and ability of the responding firm. ARQ Part 1 is entered online.
2. ARQ Part 2: Government Services Administration's Standard Form 330 (GSA SF330) and Client References. GSA SF330 – Sections “E”, “F”, “G” and “I” are required. GSA SF330, Part I, Section “H, Additional Information” is optional and to be submitted only as necessary. GSA SF330, Part I, Section “I, Authorized Representative”, must be signed, and dated. GSA SF330 is to be provided by the consultant and can be accessed online at <http://www.gsa.gov> ARQ Part 2 should be completed, scanned, and saved prior to completing ARQ Part 1.

- a. GSA SF330, Part I, Section “E – Résumés of Key Personnel Proposed for This Contract”

This section is to include résumés of key personnel of the responding firm only. This section pertains to principals or partners of the responding firm. No sub-consultant information is to be included. **All licenses and registrations will be verified to make sure they are current and active in the state of Arizona.**

- b. GSA SF330, Part I – Section “F – Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract”

Please use this section to highlight projects detailing your firm's experience and expertise. If you are a newly established firm, you may highlight experience and expertise from projects completed while employed by previous firms. Please limit this section to ten (10) pages.

- c. GSA SF330, Part I – Section “G – Key Personnel Participation in Example Projects”

Please use this section to highlight participation of key personnel (from Section “E” - Résumés) for each of the projects listed in Section “F”.

- d. GSA SF330, Part I – Section “H – Additional Information”

Section “H” is optional.

Contents of Submittals (continued)

- e. GSA SF330, Part I – Section “I – Authorized Representative”

The GSA SF330 must be signed by an authorized representative of the responding firm.

- f. Client references (contact name, company name, address, and telephone number).

These are **general** references in addition to the project-specific contact names provided in Section “F”. **Client references are to be included with the SF330 when submitting ARQ response.**

- 3. Information must be restricted to that which applies to the responding firm only. No sub-consultant information or experience will be allowed.

Delivery of Submittals

Delivery of submittals will be accomplished electronically. Instructions for submitting electronic responses to the 2024 ARQ can be found by going to <https://pdc.arizona.edu/arq>. After submitting ARQ Part 1, respondent will be taken to a page where they can browse for and upload their completed ARQ Part 2 – Government Standard Form SF330. **BE SURE TO INCLUDE CLIENT REFERENCES WITH SF 330 WHEN UPLOADING.** Upon receipt of both parts of the ARQ and Client References, Consultant will receive a confirmation page which can be printed out for their files. **NO SEPARATE E-MAIL CONFIRMATION WILL BE SENT.**

Firms with more than one office should submit one response only. Submitting more than one response does not increase a consultant’s chances of being selected for project work with the University.

Interpretation of Documents

Questions relating to this Annual Request for Qualifications should be referred to Betty Thomsen-Dinius at bettyt@arizona.edu in Planning, Design, & Construction, for interpretation or additional information.

Obligations

This ARQ does not obligate the University to pay any costs incurred in the preparation of a response nor to enter into a contract with any respondent.

Fees

This ARQ does not require a fee proposal. The University will negotiate with selected Consultants responding to this ARQ. **NOTE: Firms responding to this ARQ shall not submit or communicate in any form to the University of Arizona any information on Fees, Price (Hourly Rates), Man-Hours or any other associated cost information. Arizona law prohibits the University of Arizona from considering any information on Fees, Price (Hourly Rates), Man-Hours or any other cost information during the Annual Request for Qualification (ARQ) matrix selection.**

Regulations

Submission of an Annual Request for Qualifications shall constitute unconditional acceptance by the Respondent of all the terms, clauses, and conditions of the Pro Forma Agreement which will be used for Projects awarded under the University of Arizona – Standard Form Agreement Between Owner and Design Professional (Annual Request for Qualifications Edition).

Copies are available for review online at <https://pdc.arizona.edu/arg>

Conflict of Interest

The respondent's attention is directed to the provisions of the University of Arizona Conflict of Interest & Commitment Policy, <https://pdc.arizona.edu/arg>, as they may be applicable to each individual respondent.

The purpose of conflict-of-interest statutes is to remove or limit the possibility of personal influence that might bear upon a public employee.

SECTION III

IMPLEMENTATION PROCEDURE

Submittals will be reviewed for completeness. Both parts of the ARQ are to be submitted electronically. Only complete ARQ submittals will be approved for entry into the database. (Please see pages 1 and 2, Contents of Submittals.)

Entry into the database does ***not*** guarantee selection for negotiation of a Standard Form of Agreement Between Owner and Design Professional (Annual Request for Qualifications Edition), also referred to as “Open-End Contract” or “Open-End Agreement”. Submittal of an ARQ does ***not*** mean notification of upcoming projects or Requests for Qualifications.

Responding firms are responsible for keeping information current and up to date by notifying the University of any changes. The University is not liable for a firm not being selected for project work due to outdated or incorrect information.

Individual Project or General Services Selection Process:

1. A profile of the project or service will be developed by the University.
2. A search of the ARQ database will be performed using the parameters of the project or service profile to identify those firms with matching qualifications and interests.
3. A committee will evaluate the qualifications of firms identified against the project or service profile and develop a “short list” utilizing the following criteria:
 - a. Demonstrated special expertise, qualifications, and experience on similar types of projects or services completed by the firm, and by the specific key personnel and primary staff members in the firm.
 - b. Qualifications and experience of key personnel identified by the firm.
 - c. Availability of adequate and qualified staff to do the work.
 - d. Client references / the University of Arizona evaluation of past performance.

Selected **Design or Consultant** firms will be invited to negotiate a “Standard Form of Agreement Between Owner and Design Professional (Annual Request For Qualifications Edition)” with the University if one is not currently in place. Open-end contracts will be for a period of five (5) years. Please note that establishment of an open-end contract does not obligate the University to award projects.

Projects are primarily associated with renovation and alteration work in existing facilities, building additions and some new stand-alone facilities where total project fees are anticipated to be less than \$500,000. Examples include, but are not limited to, space renovations, fire protection, life safety, testing, and building equipment systems.

Architectural/Engineering services include facility surveys, studies and reports, conceptual design, plans and specifications, cost estimates, construction observation, record drawings, and design-related post-construction services. ***Specific projects have not yet been identified.***

Interviews / Additional Information

Applicants may be requested to participate in discussions with University representatives prior to or during contract negotiations. Additional information, interviews or a review of site conditions may be required during the individual project selection process.

Project Fee

On a project-by-project basis, the University will attempt to negotiate a project fee with the highest ranked firm. This fee will be calculated in accordance with the terms of the open-end contract.

If the University is unable to negotiate a satisfactory fee, then negotiations with this firm will be formally terminated. The University may undertake negotiations with the next most qualified firm in sequence until an agreement is reached or award is suspended.

Multiple Projects

A firm may be selected for one or more projects where the total fees for **each** project are anticipated to be less than \$500,000.

Form of Contract

The “Standard Form of Agreement Between Owner and Design Professional (Annual Request For Qualifications Edition)” used for professional and consulting services which successful firms will be required to execute is available for review at <https://pdc.arizona.edu/arg>

Scope of Services

The scope of services will be provided at the time a project-specific fee proposal is requested. Existing drawings, where applicable, will be made available and a visit to the site, with the University’s Project Manager, may be arranged.

Delivery of Documents / Insurance Requirements

Every firm to whom the University awards a contract shall within 15 days after notice of award, deliver to the University signed copies of the contract as well as all required insurance certificates. For all projects involving construction, the University requires professional insurance from all professional consultants. Each respondent shall indicate its present insurance coverage in the insurance section of Part 1 of the ARQ. All contracts must be supported by insurance certificates in a form satisfactory to the University. All certificates of insurance will be reviewed and approved by the University before firms may proceed with the Services. Failure or refusal to furnish required insurance certificates in a form satisfactory to the University will result in rejection of any proposed contract. Once a firm has an open-end agreement in place with the University, annual renewal certificates are required as stated in the agreement.

***PLEASE DO NOT SUBMIT INSURANCE CERTIFICATES
WITH THIS ANNUAL REQUEST FOR QUALIFICATIONS.***

For clarification or more information on insurance requirements, contact Betty Thomsen-Dinius at bettyt@arizona.edu

**THIS FORM IS FOR REFERENCE ONLY – INFORMATION MUST BE SUBMITTED ONLINE
NO PAPER WILL BE ACCEPTED**

PART 1

U OF A CONSULTANT DATA INFORMATION

Date: _____

Company: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: (____) _____

Fax Number: (____) _____

NAME(S) OF PRINCIPAL(S) AND/OR PARTNERS IN THE FIRM:

CONTACT PERSON(S): (At least one person listed below should be the contact for changes/revisions to the Annual Request for Qualifications)

Name: _____

Name: _____

E-mail: _____

E-mail: _____

ARQ Contact: **Yes** **No**

ARQ Contact: **Yes** **No**

Small Business: **Yes** **No**

(For purposes of this document and as stated in A.R.S. § 41-1001 (23), a small business is defined as a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year. For purposes of a specific rule, an agency may define small business to include more persons if it finds that such a definition is necessary to adapt the rule to the needs and problems of small businesses and organizations.)

I. DISCIPLINES

(Applies to the submitting firm **only – not** its sub-consultants)

Please check only those disciplines that your company is interested in providing as an independent, in-house service.

- | | |
|-----------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Acoustical Engineer | <input type="checkbox"/> Interior Design |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Land Planner |
| <input type="checkbox"/> Civil Engineer | <input type="checkbox"/> Land Surveying |
| <input type="checkbox"/> Commissioning Services | <input type="checkbox"/> Landscape Architect |
| <input type="checkbox"/> Constructability Review | <input type="checkbox"/> Leadership in Energy and Environmental Design (LEED®) |
| <input type="checkbox"/> Construction Administration | <input type="checkbox"/> Materials Engineer |
| <input type="checkbox"/> Construction Inspection | <input type="checkbox"/> Mechanical Engineer |
| <input type="checkbox"/> Control Engineer | <input type="checkbox"/> Parking Consultant |
| <input type="checkbox"/> Digital Mapping Specialist | <input type="checkbox"/> Photogrammetry |
| <input type="checkbox"/> Electrical Engineer | <input type="checkbox"/> Programming / Space Planning |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Project Estimating |
| <input type="checkbox"/> Fire Protection Engineer | <input type="checkbox"/> Specifications |
| <input type="checkbox"/> Geographic Info Sys Professional | <input type="checkbox"/> Structural Engineer |
| <input type="checkbox"/> Geo-Spatial System Consultant | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Geotechnical Engineer | <input type="checkbox"/> Value Engineer |
| <input type="checkbox"/> Hazardous Waste | |

II. EXPERIENCE EMPHASIS

(Significant and relevant experience as identified on GSA SF330, Section "F".)

- | | |
|-----------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> ADA Compliance | <input type="checkbox"/> Maintenance Facilities |
| <input type="checkbox"/> Agricultural Facilities | <input type="checkbox"/> Master Planning |
| <input type="checkbox"/> Athletic Facilities | <input type="checkbox"/> Materials Testing |
| <input type="checkbox"/> Audio/Visual Systems | <input type="checkbox"/> Medical Facilities |
| <input type="checkbox"/> Auditorium / Theater | <input type="checkbox"/> Museums |
| <input type="checkbox"/> Building Envelope | <input type="checkbox"/> Music Facilities |
| <input type="checkbox"/> Building Modeling | <input type="checkbox"/> Observatories |
| <input type="checkbox"/> Building Surveying | <input type="checkbox"/> Office Facilities |
| <input type="checkbox"/> Clean Rooms | <input type="checkbox"/> Outdoor Recreation |
| <input type="checkbox"/> Code Assessment | <input type="checkbox"/> Parking Structures |
| <input type="checkbox"/> Construction Inspection | <input type="checkbox"/> Photo Surveying |
| <input type="checkbox"/> Digital Cartography | <input type="checkbox"/> Recreation / Activity Center |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Renovation / Remodeling |
| <input type="checkbox"/> Facilities Programming | <input type="checkbox"/> Reroofing |
| <input type="checkbox"/> Feasibility Studies | <input type="checkbox"/> Research Labs |
| <input type="checkbox"/> Food Services | <input type="checkbox"/> Residence Halls |
| <input type="checkbox"/> General Classroom | <input type="checkbox"/> Retail |
| <input type="checkbox"/> GIS Database Development | <input type="checkbox"/> Signage / Graphics / Branding |
| <input type="checkbox"/> Hazardous Waste Facilities | <input type="checkbox"/> Site Planning / Design |
| <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> Soils Investigation |
| <input type="checkbox"/> Hydrology Studies | <input type="checkbox"/> Special Inspection |
| <input type="checkbox"/> Interior Design | <input type="checkbox"/> Teaching Labs |
| <input type="checkbox"/> Land Planning | <input type="checkbox"/> Traffic Engineering |
| <input type="checkbox"/> Landscape Design | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Libraries | <input type="checkbox"/> Web Map Application Development |

III. ARIZONA PROFESSIONAL LICENSES

Please check box if your firm has professional(s) licensed in Arizona and show how many individuals for each discipline: **The University of Arizona requires professionals be licensed in the State of Arizona. Arizona licenses/registrations will be verified.**

		<u>How Many</u>
Architect	<input type="checkbox"/>	_____
Civil Engineer	<input type="checkbox"/>	_____
Electrical Engineer	<input type="checkbox"/>	_____
Landscape Architect	<input type="checkbox"/>	_____
Mechanical Engineer	<input type="checkbox"/>	_____
Structural Engineer	<input type="checkbox"/>	_____
Surveyor	<input type="checkbox"/>	_____
Others*	<input type="checkbox"/>	_____

*Please indicate other Arizona professional licenses for your firm

IV. INSURANCE

Please indicate the current dollar amount for each of the following:

	<u>A M O U N T</u>
Automobile Liability	_____
Comprehensive / Commercial General Liability	_____
Professional Liability	_____
Worker's Compensation / Employer's Liability	_____
Can these limits be increased?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Following is a sample of the wording required by the University of Arizona to be included on General Liability and Automobile Liability certificates:

The State of Arizona, Arizona Board of Regents, and the University of Arizona, its agents, officers, and employees are named as additional insureds. General Liability and Automobile Liability shall be primary and all other insurance shall be non-contributory.

(PLEASE DO NOT SUBMIT INSURANCE CERTIFICATES WITH THIS ARQ. INSURANCE CERTIFICATES ARE TO BE SUBMITTED UPON AWARD OF A CONTRACT.)

THE UNIVERSITY OF ARIZONA

PLANNING, DESIGN, & CONSTRUCTION

2024 Annual Request for Qualifications

Frequently Asked Questions (FAQ) Sheet

1. Q: My firm missed the deadline. Is it too late for us to submit a response to the Annual Request for Qualifications (ARQ)?
- A: The University accepts responses year round. Respondents are strongly urged to respond by the published deadline. A firm cannot be considered eligible for work until their response is in the updated database.
2. Q: My firm already has an open-end agreement with the University of Arizona. Is it necessary that we respond to this year's ARQ?
- A: It is very important that consultants keep their information current in the database, **especially** if they already have an open-end agreement in place. All respondents are strongly encouraged to review and respond to the Annual Request for Qualifications every year. Categories change and it is very important that a firm keep its information current. **Searches of the ARQ database are performed as projects come up; not searches of the consultants with current open-ends.** A firm must be in the ARQ database to show up on a search.

Responding firms are responsible for keeping information current and up to date by notifying the University of any changes. This can be accomplished by sending an e-mail to the following address:

Betty Thomsen-Dinius
bettyt@arizona.edu

DO NOT MAIL NOTIFICATION!

The University is not liable for a firm not being selected for project work due to outdated or incorrect information.

3. Q: My firm submitted an ARQ this year. Can you tell me its status?
- A: There are two parts to the ARQ. Both parts are required for a complete ARQ, and both are to be submitted electronically. No paper originals will be accepted. After electronic submission of both parts of the ARQ, the consultant will receive a confirmation page which can be printed for their records. Submittals are placed in a PENDING queue until they have been reviewed for responsiveness. After review and approval by the Executive Director, Engineering, Design & Construction, the submittal is then accepted and the consultant's information is entered into the database. **Both parts of the ARQ submittal must be received and approved for a company's information to be entered into the database.**

THE UNIVERSITY OF ARIZONA
PLANNING, DESIGN, & CONSTRUCTION
2024 Annual Request for Qualifications
Frequently Asked Questions (FAQ) Sheet

(continued)

4. Q: How does my firm go about getting an open-end contract with the University?

A: Submit a current Annual Request for Qualifications (ARQ). After the information has been reviewed, approved, and accepted, it will become part of the ARQ database. As the need arises, a search of the ARQ database is done using project-specific criteria. A shortlist of firms is created and ranked in order of qualifications. It is at this time that the open-end contracting process begins if the first-ranked firm does not have an open-end contract in place.

5. Q: We're a general contracting firm and interested in doing projects at the University. Do we need to submit an ARQ?

A: No. The ARQ is designed for firms providing professional services such as design-related or specialty services such as materials testing, cost estimating, etc. Any qualified General Contractor is eligible to submit a bid or a statement of qualifications on construction projects. Construction services for most of our capital projects are procured via the Construction Manager at Risk (CM@R) delivery method or the Design-Build delivery method. Please check our website, <http://pdc.arizona.edu>, for Request for Qualifications/Requests for Proposals/Bids on CM@R, D-B projects and Bid information for any construction projects.

A separate program, the Job Order Contract (JOC), is available for contractors to perform construction services on projects with a construction budget up to \$4,000,000. JOC contracts are valid for a period of five (5) years. The last JOC contracts were awarded in September 2022. The next RFQ/RFP for JOC contractors is scheduled to be issued in 2027.

6. Q: My firm has a current ARQ on file with the University of Arizona. Today we read about a project PDC is managing. Why weren't we notified of this project?

A: Submittal of an ARQ and inclusion in the database does ***not*** mean a firm will be notified of upcoming University projects. Professional design service requests for all University of Arizona projects over \$5,000,000 are posted on our website at <http://pdc.arizona.edu> Please check our website frequently.

THE UNIVERSITY OF ARIZONA
PLANNING, DESIGN, & CONSTRUCTION
2024 Annual Request for Qualifications
Frequently Asked Questions (FAQ) Sheet

(continued)

7. Q: My firm responded to the 2024 ARQ. We have since added new disciplines with Arizona registrations. We also have new experience categories to add. Do we need to notify the University and, if so, how?

A: ARQs can be submitted, updated, or withdrawn at any time. If your firm has submitted an ARQ and is in the database, the University should be notified of any changes made. Those changes include a change of address, change in firm name, change in ownership, addition to or deletion of registered personnel. Notification can be accomplished by sending an e-mail to the following:

Betty Thomsen-Dinius
bettyt@arizona.edu

DO NOT SEND NOTIFICATION TO THE STREET ADDRESS OR P.O. BOX!

8. Q: How do I provide supplemental information on my projects?

A: Section "H" of the GSA SF330 allows for supplemental information on projects. Please keep supplemental information to a minimum of ten (10) sheets. The GSA SF330 can be accessed by going to www.gsa.gov

9. Q: I am currently working on the GSA SF330 portion (Part 2) of the ARQ. Must my response be formatted exactly as the SF330? Or can I use my own format if it contains the information requested?

A: For consistency, we prefer the SF330 be submitted and formatted as shown. However, either format is acceptable.