



# CSU Architect / Engineer (A/E) SOQ Submittal Yearly SOQ Submittal and Posted RFQ Requests

## STATEMENT OF QUALIFICATIONS (SOQ)

For Architects and Engineers who want to do work for CSU on small projects or posted Request for Qualifications (RFQs) you must review and complete the following 3-step process. For posted RFQs, refer to the submittal instructions listed in the project RFQ as submittal requirements may vary per project and CSU Project Manager (PM).

For small projects in which the total A/E fees (per fiscal year, per A/E) are below \$49,999 (including all change orders), an OFCC Statement of Qualifications (SOQ) form must be completed and submitted to the Office of the University Architect each fiscal year. Our fiscal year runs from July 1 to June 30. Please be aware that previous fiscal year's SOQ submissions will be utilized for the current fiscal year's work. You may submit at any time during the year, however, depending on when your submittal is received you may not be eligible until the following fiscal year period begins on July 1.

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### Step 1 | SOQ Form Submission

Click the link below and complete all parts of the online form that apply. This will automatically log your submission into our records. Once your form results are recorded, you will receive an automatic email response confirming your submission along with additional directions and a unique **SOQ Submittal ID #**. You should receive the verification email within 5 minutes or less. If you do not receive an email within this time frame you may have entered your email incorrectly and your submission has failed - kindly try again.

*Note: Email sender address will be Microsoft Power Apps and Power Automate microsoft@powerapps.com. Check your junk email.*

*Note: Your submittal is not complete until the SOQ file is received, see Step 2.*

[CSU Architect/ Engineer \(A/E\) SOQ Submittal Form](#)

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### Step 2 | SOQ Document File (OFCC F110-330) Submission

To complete your submittal please follow the steps enumerated below.

*Note: failure to follow these directions may result in your submittal not being accepted. Cover letters or any documents other than the standard OFCC F110-330 form should not be submitted. They will not be read or included in our records.*

**1. Save your SOQ (OFCC F110-330 form) File as a PDF.**

The file should be compressed and/ or flattened. Reduced PDF file size is required to facilitate future distribution to committee members.

**2. Use the following file naming convention.**

File naming convention is required to facilitate attaching your file to your SOQ form submission record.

- a. For a response to a posted RFQ: **##Date-Company Name-Register #-Project #**
- b. For a yearly SOQ submission: **##Date-Company Name-Yearly SOQ-Month-Year**

**Naming Convention Legend:**

**##Date** = The SOQ Submittal ID # at the top of your conformation email.

**Company Name** = Lead firm/ submitting firm name

**Register#** = Ohio Register # listed at bottom of the official RFQ posting

**Project #** = CSU Project number noted in the RFQ.

**Month** = (2) digit month SOQ is submitted

**Yearly SOQ** = Yearly SOQ

**Year** = Current year "202#"



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### 3. Email your SOQ file to the following address ONLY (click link or copy and paste):

[d5eb1418.csuohio.onmicrosoft.com@amer.teams.ms](mailto:d5eb1418.csuohio.onmicrosoft.com@amer.teams.ms)

For tracking purposes, the subject line of your email should match the attached file name (see above naming convention). No additional message is necessary.

*Note: SOQ files sent to any other email address will not be processed.*

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## Step 3 | File Receipt

Within 1-3 business days you should receive an email verification that your file has been received and successfully attached to your SOQ form submission record. If you do not receive notification in this time frame see below.

Please direct any questions or problems with this submittal process to Dwayne Wilson via email [d.d.wilson17@csuohio.edu](mailto:d.d.wilson17@csuohio.edu). Please include your SOQ Submittal ID # in any correspondence. **Do not submit SOQs directly unless directed.**

Verify the submittal requirements of posted RFQs as this process may not apply.

*Note: RFQ submittal requirements may vary per project and CSU Project Manager (PM).*

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## General Information

**If you are submitting to be included in CSU's yearly SOQ pool of A/Es for small project consideration, you may be contacted by one of the OUA Project Managers for an upcoming project.**

1. CSU's fiscal year runs from July 1 to June 30. The previous fiscal year's SOQ submissions will be utilized for the current fiscal year's work. Depending on when your submittal is received you may not be eligible for consideration until the following fiscal year period begins on July 1.
2. CSU's small project A/E fees (per fiscal year, per A/E) are capped at \$49,999 (including all change orders). Projects requiring a fee above this limit will be selected through a formal RFQ posting and selection process.
3. Submission does not guarantee you will be selected for a small project. The number of small projects for any given fiscal year are typically low and the list of A/E submittals received typically ranges between 10-15 submittals.
4. If you submit for a posted RFQ request, you will automatically be added to the pool of A/Es for small project consideration.

**If you have submitted in response to a formal project RFQ it may take between 30-40 days for the selection committee to complete their review and determine a short list to proceed to the interview stage.**

1. CSU typically limits the shortlist to no more than (3) firms, unless there is a dead tie in the rankings.
2. Shortlisted firms and all firms submitting shall be notified of the selection outcome via email by the respective CSU Project Manager.
3. Once the interview process has been finalized, submitting firms may request a debrief from the respective CSU Project Manager. Selection committee members will not participate in the debrief nor should they be contacted directly.
4. If you submit for a posted RFQ request, you will automatically be added to the pool of A/Es for small project consideration.

Additional information may be found on the [OUA Website](#)