STATEMENT OF QUALIFICATIONS (SOQ)

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

For small projects in which the total fees (per fiscal year, per A/E) are below $49,999 (including all change orders) an OFCC SOQ form must be completed and submitted to the Office of the University Architect each fiscal year. CSU's fiscal year runs from July 1 to June 30, and the 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 begins on July 1.

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 database. Once processed, you will receive an automatic email response confirming your submission along with STEP 2 instructions and a unique **SOQ Submittal ID #.** You should receive this verification email within 5 minutes. 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.
Your submittal is not complete until the SOQ file is received, see Step 2.

CSU Architect / Engineer SOQ Submittal Form

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 will result in your submittal not being accepted. Cover letters or any documents other than the standard OFCC F110-330 form should not be submitted as they will not be read or included in our records.

1. **Save your SOQ (OFCC F110-330 form) File as a PDF.**
   The PDF should be compressed and/or flattened. Reduced file size is required to facilitate future distribution to committee members.

2. **Use the following file naming convention:**
   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#"

3. Email your SOQ Document file to the following address:
s.harper63@csuohio.edu
For tracking purposes, the subject line of your email should match the attached file name (see above naming convention). No message content is necessary.
Note: SOQ files sent to any other email address will not be processed.

STEP 3 | FILE RECEIPT

Within 1-3 business days you should receive an email verification that your PDF file has been received and successfully attached to your SOQ form submission. If you do not receive notification in this time frame contact Stephanie Harper via email s.harper63@csuohio.edu. Please include your SOQ Submittal ID # in any correspondence.
Note: Posted RFQ submittal requirements may vary per project / Project Manager.

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 our 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. Small project 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 is typically 15+.
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 posted 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 Project Manager.
3. Once the interview process has been finalized, submitting firms may request a debrief from the respective 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