



CIO-CS – NITAAC Statement of Work (SOW)

Delivery Order Title

As of mm/dd/yy

Agency

*Note: Guidance is presented in italics with paragraph borders, while example content is presented in normal font. **Please delete all guidance when finalizing the SOW.***

Use of the template is encouraged, but not required, to ensure that all listed information is provided.

The SOW must have an “as of date.” If the SOW is revised or corrected during the pre-award phase, each revision must have a new date with changes marked by revision bars. When a SOW is revised for delivery order modification (after award) it must be given a new “as of date.” SOW’s must be page numbered.

1. Delivery Order Title & Scope

Include a short title of services and a general description of items to be acquired or scope of work. The title should be unique and descriptive, and should be used consistently though out the delivery order process. Scope identifies the breadth and limitations of the requirement.

2. Background

Provide information needed to acquaint the reader with the planned acquisition. Identify the requirement in very general terms; describe why the project is being pursued, and how it relates to other projects. Summarize any statutory authority or regulations affecting the overall requirement; and identify any background materials attached to the SOW.

3. Objectives

Provide a concise overview of the customer’s goals and expectations as a result of this delivery order. It does not need to include a description of deliverable products or specific work tasks since this will be included in the “Requirements” section below.

4. Requirements

Provide a list of the technical requirements necessary to fulfill this delivery order. For example, this requirements section may contain a list of the IT products needed and/or a description of the required IT support services such as installation, integration and maintenance. This section should specify requirements clearly so that all readers can understand them.

5. Contract Type

State the contract type. For CIO-CS delivery orders, this is always Fixed Price.



6. Administration

Include this section if you want to provide information about the management of the work, such as who is the point of contact for clarifying contract issues or changes.

7. Place of Performance

Specify whether work is to be performed at the contractor site or at a Government Site.

8. Period of Performance

State the total number of calendar days after the Delivery Order award necessary for performance. State, if the delivery order is to be awarded with a base period and options. If the delivery order is to be awarded and funded incrementally state the base obligation period and incremental funding periods.

9. Deliverables/Delivery Schedule

Describe precisely the items to be delivered. For services, this may include deliverables both during the period of performance and at completion of the delivery order. Describe the schedule either in terms of calendar days from the date of delivery order award or in calendar days when other projects or program elements are dependent on the delivery (e.g., 10 calendar days after security plan is approved).

SOW REQUIREMENT #	DELIVERABLE TITLE	#CALENDAR DAYS AFTER AWARD (OR DELIVERY DATE)

10. Security

Customers should craft this section to be compliant with the security requirements and guidance of their agencies. Other security requirements may also apply and the customer is responsible for defining these additional requirements in their solicitation.

11. Government Furnished Equipment (GFE)/ Government Furnished Information (GFI)

Identify any GFE and/or GFI that will be provided to the contractor. If the list of property is extensive, this section should identify where that list can be found. Before offering to provide any property, make sure that it will be available when required, where required, and in the condition required by the contract. Failure to meet government furnished property requirements often lead to a contractor claim for an equitable adjustment to contract price, delivery, or other requirements. Specific requirements about providing government furnished property can be found in FAR 45, government property, and related agency policy.

12. Packaging, Packing, and Shipping Instructions

At a minimum, the SOW should state the following:

The contractor shall ensure that all items are preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier and to ensure safe and timely delivery at the intended destination. All data and correspondence submitted shall reference:

1. The Agency Delivery Order Number
2. The CIO-CS Delivery Order Tracking Number
3. The government end user agency
4. The name of the COR

Containers shall be clearly marked as follows:

1. Name of contractor
2. The name of the COR
3. The Agency Delivery Order Number
4. The CIO-CS Delivery Order Tracking Number
5. Description of items contained therein
6. Consignee(s) name and address

State special requirements if they exceed the requirements above.

13. Inspection and Acceptance Criteria

At a minimum, the SOW should specify a final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery. State special requirements if they exceed the contract requirement.

14. Accounting and Appropriation Data and Invoicing

A statement must be made that funds are available for this delivery order or will become available prior to award. If funds are to be provided from the next fiscal year, a statement that the delivery order is subject to availability of funds must be made in the delivery order request.

15. Other Pertinent Information or Special Considerations

Include any special considerations or unique requirements necessary to accomplish the delivery order and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the delivery order.

16. Post-Award Administration

Discuss monitoring and milestones to be used for evaluation of Prime Contractors performance. Discuss any formal management systems to be used to monitor the Prime Contractor.

17. Evaluation Criteria

List the evaluation criteria for this SOW. At a minimum the criteria must be listed AND DESCRIBED. For example:

1. Past Performance
2. Technical Solution/Management Approach
3. Quality Assurance
4. Cost/Price/Best Value

If the award will be made solely on cost, this can be simply stated. Otherwise, a statement must be made regarding the relative importance of each evaluation criterion. This may be accomplished through the use of an adjective description or the assignment of weights, at the discretion of the customer.