

## Appendix E

### Instructions for Preparing a SITE PWS

**Project Title:** Provide a short, descriptive title of the work to be performed.

**Organization:** Provide the complete Customer/Agency name and address.

#### 1.0 BACKGROUND

Describe the need for the services, the current environment, and the office's mission as it relates to this requirement. Provide a brief description/summary of the services sought.

Provide details of its relationship to other programs, requirements and/or systems. Ensure that there is adequate information for the competing offerors to prepare proposals without having to submit an overwhelming and unnecessary amount of data.

Discuss any known technical, management, or other issues or constraints that may impact the program. Provide reason(s) why this effort is required. Explain how this effort fits into larger program initiatives or goals.

#### 2.0 SCOPE

Indicate which SITE contract task area(s) apply to the work to be performed. Include a high-level view of the procurement, its objectives, size, and projected outcomes. State whether it is an on-going or one-time requirement. Do not include anything that won't contribute to the expected result. Do include impacts/implications.

Provide a short functional description of the overall system. This document describes the services and deliverables required as they relate to the organization's mission.

#### 3.0 REQUIREMENTS/TASKS/SERVICES

Provide a narrative of the specific performance requirements and standards or tasks that make up the PWS. Describe the work in terms of the required output, i.e., what is expected from the contractor, rather than how the work is to be accomplished or the number of hours to be provided. Number the tasks sequentially, e.g., Task 1-Title of Task and description, Task 2-Title of Task and description, etc. The requirement must be defined sufficiently for the contractor to submit a realistic proposal and for the government to negotiate a meaningful price or estimated cost.

State the performance levels required by the Government in terms of quality, quantity, and timeliness. Example are:

**Quality standards:** condition, error rates, accuracy, form/function, reliability, maintainability.

**Quantity standards:** capacity, output, volume, amount.

**Timeliness standards:** response times, delivery, completion times, milestones.

Describe the specific tasks and services required, including the results that will be provided to the Government. Be specific and include all results required under this request for services. The following are some examples of information which may be included in this section (two different approaches are provided):

- a. **Approach 1 - Describe Work** - Describe the work to be performed in a clear, concise manner. It is essential to make sure it is understood what has to be done, who is responsible for doing it, when it must be done, and if applicable, by what means it must be done. Individual tasks or phases may be needed to properly define the work to be performed as follows:

**Describe any individual tasks** - In describing the work, a description of individual tasks to be performed may be necessary. Some work is best broken down into distinguishable tasks that may need to be performed concurrently, sequentially, or in a specified combination of performance.

**Define Phases if work is complex / lengthy** - If the work is complex or lengthy, rather than individual tasks, phases may be a more appropriate means of describing the effort. If completion of the entire work requires a longer period of time than the period for which funds are currently available, it may be feasible to break the work into increments, fund the base period, and align contract option periods with the successor increments. If one action must be completed and approved by the Government before work on the next phase commences, this should be stated.

- b. **Approach 2 - Use a WBS** - Another method is to use a Work Breakdown Structure (WBS). The WBS arranges program activities in a logical framework of elements necessary to accomplish the program objectives. The WBS is layered to form a hierarchy with a high level task statement such as construct a house which is then flowed down to lower task levels of complexity such as plumbing, carpentry, electrical work, etc. The layering allows management to assess program progress toward quantifiable and measurable goals along a time line established in the acquisition baseline. The primary purpose of the WBS is to clearly define the program's structure, to include all the elements for performance that are the responsibility of the contractor, and to detail any necessary interface with Government personnel or other contractor personnel.
- c. **Project Management Guidance – tools or process if required** – If relevant, provide information on how the contractor is expected to manage the project to

meet cost, schedule and performance goals. If a particular process or management tool is expected, it must be specified. Otherwise, if no specifics are provided, the contractor will be free to manage the project in the way it feels is most effective.

#### 4.0 APPLICABLE DOCUMENTS

List any standards, regulatory, or policy documents that are relevant to work. Include necessary information such as title, document number, date, etc., and state where documents can be obtained. If only portions of documents apply, so state.

#### 5.0 INCENTIVES

Some efforts are more conducive to use of incentives than others. Incentives should be used when they will encourage better quality performance. They may be either positive, negative, or a combination of both. Incentives may be monetary or non-monetary. Incentives do not need to be present in every performance-based contract as an additional fee structure. In a fixed price contract, the incentives would be embodied in the pricing and the contractor could either maximize profit through effective performance or have payments reduced because of failure to meet the performance standard.

**Positive incentives.** Actions to take if the work exceeds the standards. Standards should be challenging, yet reasonably attainable.

**Negative Incentives.** Actions to take if work does not meet standards.

If applicable, tie incentives to those work/tasks which are most critical and for which risk of failure is high.

#### 6.0 DELIVERABLES AND DELIVERY SCHEDULE

All items to be delivered or milestones to be achieved must be specified along with quantities and required and/or desired delivery dates. This includes all varieties of deliverables whether a sophisticated information technology system, a piece of scientific instrumentation, a completed software program, required briefings, or written interim, progress, or final reports. Each listed deliverable must trace back to a tasking statement in Section 4 asking for that deliverable. Include media type, quantity and method of delivery. Examples are:

- Monthly Progress Report; due by 10<sup>th</sup> workday following the end of the month.
- Final Report; due 10 working days after project completion.
- List any technical, project, plan, budgetary, reports or other work products resulting from performance of the tasks described above and dates they will be due, i.e. 10<sup>th</sup> work day of each month.

Example Format:

PWS Para Nr.	Description of Deliverable	Distribution	Format	When and how often
3.1	Project Plan	1 softcopy to COR	Microsoft Project	10 Days after Start w/ongoing updates as required by COR
3.2	Monthly Status Reports	1 Hardcopy 1 softcopy	MS Word	10 <sup>th</sup> of each month
3.3	Final Report	1 softcopy	Microsoft Word	10 days after project completion

## 7.0 CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED

Include only those items that are required to successfully complete the task. Examples are:

- Certification in a particular program or field of study (e.g., medical license)
- Knowledge of a particular software program, type of equipment, etc.
- Education in a specific field of study
- Specific experience, as related to the above items

## 8.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The purpose of the QASP is to determine and measure contract compliance. A written QASP enables the Government to document the Government's evaluation of the contractor's work and draw conclusions about the contractor's overall performance. Refer to the Appendix H for further guidance of the QASP template.

No wording change is required since the completed QASP is to be included as Attachment 1.

## 9.0 PERIOD OF PERFORMANCE

Describes the time frame during which the work is to be performed or products delivered. Indicate when the task should begin and end. Include any option periods, if



required, and the anticipated dates. For SITE, any given period of performance shall not exceed a period of 12 months for severable services.

The period of performance is \_\_\_\_\_ through \_\_\_\_\_.

<OR>

The period of performance is 12 months from date of task order award.

Example when option years are being used:

The base period of performance is July 12, XXXX through July 11, XXXX with options to renew for four 12-month periods beginning July 12<sup>th</sup> and ending July 11<sup>th</sup> annually..

### 10.0 PLACE OF PERFORMANCE

Specify whether the work will be performed at the contractor's site or at a government site with exact address if possible. Describe any local or long distance travel the contractor will be required to perform. Indicate the actual location of the work site; include the city and state.

Examples:

The place of performance is \_\_\_\_\_.

<OR>

All work shall be performed at the contractor facility.

### 11.0 OPERATIONAL HOURS

Indicate the number of hours to be worked each week and any restrictions, if applicable, and whether performance will be required outside of normal business hours, i.e. evenings, week-ends, and shift work.

Examples:

Work will be performed \_\_\_ hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

<OR>

Work will be performed \_\_\_ hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

Shift Work: \_\_\_No \_\_\_Yes \_\_\_M \_\_\_Tu \_\_\_W \_\_\_Th \_\_\_F \_\_\_Sa \_\_\_Su

On-Call: \_\_\_No \_\_\_Yes

### 12.0 OVERTIME

If overtime is authorized, indicate the number of overtime hours estimated and provide a short justification why it is needed.

**\*Provide justification:**

Overtime hours are required to \_\_\_\_\_ (i.e. respond to emergencies, contingencies or unusually heavy workload - provide a description or example).

**13.0 GOVERNMENT-FURNISHED EQUIPMENT, INFORMATION, BADGE, KEYS AND/OR FACILITIES PROVIDED**

Indicate whether the Government will be providing any tools, equipment, documents or facilities to the contractor. An example is:

The Government will provide contractor personnel with an office environment typically provided to Government personnel that includes workstations, facsimile, telephones and computers with access to the Internet and local area network (LAN).

**14.0 SAFETY ISSUES**

Provide any safety issues that may affect performance such as expected lifting of materials or objects up to specified weights; exposure to hazardous conditions such as gases or fumes, solvents or grease; or possible performance in adverse or uncomfortable environmental conditions such as excessively hot or cold weather.

Examples are:

- The work described herein is primarily sedentary, performed in an office setting. Some walking will be required throughout the workplace facilities and at work sites. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as conference rooms or office spaces. There are no unusual physical demands.
- Work will be performed in a maintenance shop setting, both indoors and outdoors. The contractor will be subject to a moderate amount of noise and vibration from shop equipment and to a variety of weather conditions. The contractor may be subject to cuts, bruises, falls and burns. Physical exertion may result from prolonged standing, climbing up and down ladders and scaffolding. Work will sometimes be accomplished in cramped and awkward positions while installing items and reaching, lifting and bending while using hand tools and power tools. The contractor may occasionally be required to lift weights exceeding 75 pounds. The contractor will occasionally work in confined spaces in close proximity to grease, oil, fuel, lubricants and solvents.

If Reimbursable Safety Equipment required specify type and anticipated amount):

Safety Equipment: \_\_\_\_\_ Cost: \$ \_\_\_\_\_



If Contractor's are being sent to a high risk area (e.g., designated hazardous duty area), contact the DCO for the most current required wording (some wording has already been included in the basic IDIQ contract).

## **15.0 SECURITY**

SITE Contract Section H.8 requires that the level of classified access be incorporated into individual Task Orders as necessary.

Indicate the required level of security classification and any other pertinent security requirements. If the work to be performed requires access to or generation of classified information by a contractor, a DD Form 254, Contract Security Classification Specification must be included with your statement of work.

## **16.0 REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).**

Mark if reimbursable expenses are required. If "Yes", leave the text provided. Add any other reimbursable items that might be required.

## **17.0 NON-PERSONAL SERVICE STATEMENT.**

No modifications necessary – use wording already provided in template.

## **18.0 GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR).**

No modifications necessary – use wording already provided in template.

## **19.0 INTERNATIONAL SERVICES.**

Mark the appropriate box (NO or YES) and complete the information required.