

Appendix F

SITE SOO TEMPLATE

STATEMENT OF OBJECTIVES (SOO)

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

Organization: Provide complete Customer/Agency name and address.

1.0 BACKGROUND

[Insert brief overview.]

2.0 SCOPE

[Provide clear and program objective of the proposed task order.]

3.0 OBJECTIVES

[Describe the specific objectives for the SOO]

4.0 APPLICABLE DOCUMENTS

[List standards and policy documents relevant to work]

5.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The QASP is provided as Attachment 1.

6.0 PERIOD OF PERFORMANCE

[Complete using one of the samples provided or use your own wording as applicable]

The period of performance is _____ through _____.

<OR>

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

<OR>

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

7.0 PLACE OF PERFORMANCE

[Complete using one of the samples provided or use your own wording as applicable]

The place of performance is _____.

<OR>

All work shall be performed at the contractor facility.

8.0 GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED



GFE Provided? No Yes

If Yes, the Government will provide the following GFE:

9.0 SAFETY ISSUES

Safety Issues? No Yes

If yes, the following safety issues that may affect performance: _____

Reimbursable Safety Equipment Required? No Yes

If yes, the anticipated amount is: Cost: \$_____

10.0 SECURITY CLEARANCE

Work under this Task Order is requires the following minimum clearance (select one):

UNCLASSIFIED SECRET TOP SECRET TOP SECRET (SCI)

11.0 REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)

Travel or reimbursable expenses are required? No Yes

[If "Yes", complete for travel, conferences and training (to the degree possible) indicate the expected locations, frequency, and duration]

The contractor will be required to travel to other locations in support of the tasks described in this statement of work (if conferences or training is required, list here and include a justification). Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Joint Travel Regulation (JTR) and FAR 31.205-46. Materials and subcontracts will be reimbursed at actual cost, including allocable material handling costs, as applicable, in accordance with FAR 52.232-7 - PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS. [ADD OTHER CLAUSES HERE AS APPROPRIATE].

12.0 NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any



Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

13.0 GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR)

The government COR will provide general instructions on limitations and deadlines, and is responsible for the administration of the Task Order in compliance with the contract to include inspection and acceptance of deliverables.

14.0 INTERNATIONAL SERVICES

International Services Required? ___NO ___YES

If YES, Complete the information below for the type of support required-- otherwise delete all the text from here down:

_____ Permanent _____ TDY _____ Deployed

Country(s):

_____ Indicate if country has: SOFA MOU TRADE ACT or Other
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