**Week 2 Lecture: "Statement of Work (SOW)"**

During this lecture, we will discuss the Statement of Work (SOW).

The majority of government contracts include a statement of work (SOW) describing the work to be performed and usually detailing a timeline and level of effort, so that an offeror can respond to the solicitation with an appropriate proposal and cost estimate. The SOW forms the basis for successful performance by the contractor, effective administration of the contract by the government and serves as the standard for determining if the contractor has met stated performance requirements. The SOW is binding and thoroughly spells out the government’s requirements.

The SOW is utilized to determine the procedures and techniques the contractual worker is to utilize when executing the arranged work. The SOW is intended to portray what could possibly be done, well as how it is to be finished.

SOWs are point by point depictions, advising the contractor precisely what to do and how to do it. By portraying the work in such detail, the administration basically gives the favored methodology or answer for the issue, and secures in the methodology the contractor must take. The peril of this technique, obviously, is that if the contractual worker takes after the administration's SOW and the outcome is unsuitable, it is the administration's shortcoming.

While there is no particular layout for a SOW, most incorporate the following details:

* Background – gives a general depiction of the prerequisite.
* Objective – gives a concise explanation of the motivation behind the work or the fancied deciding item. Scope – gives an expansive, nontechnical representation of the way of the work required by the procurement.
* Task Requirements – characterizes and clarifies in point of interest the work to be performed, and demonstrates the strides the contractor will finish, commonly in sequential request. Incorporates time of execution or conveyance date(s) for every key result or undertaking; levels of exertion, if material; measure of travel expected; and reporting prerequisites. Note that some SOWs separate out each of these things in discrete areas.
* Final Product(s) - indicates the product(s)/deliverable(s) that will be the deciding result of every errand or stage.

**This below specifications are extremely helpful in developing/reviewing a statement of work (SOW) to ensure all required elements are addressed.**

✓ Is the SOW Format complete? Does it contain: Title, Background/Purpose, Project Philosophy, Scope, Applicable Documents, Tasks, Period of Performance and Place of Performance?

✓ Are all acronyms and abbreviations clearly defined and identified?

✓ Are reference documents properly described and cited?

✓ Are the government's general constraints for the contracted work outlined? Examples follow below. (More critical and detailed constraints should be called out separately.)

1. Has the Government enumerated the quantity of products sought?
2. Have all the deliverables been identified, to include plans, documents, schedules, etc.?
3. Has the government stipulated the place of delivery for the products or services sought?
4. Has the government stipulated the period of performance to deliver the products or services sought? Are option years included (if applicable)?
5. Has the government stipulated how all contractor products or services delivered will be tested and evaluated for acceptance into the government inventory (e.g. developmental testing & evaluation, operational testing & evaluation, etc.)?
6. Has the government stipulated how all contractor products or services delivered will be incorporated into the receiving agency’s maintenance and supply system (e.g. how products will be stored, maintained, transported, packaged & handled, etc.)?
7. Has the government stipulated all contractor products or services to be delivered (quantity, location, condition, acceptance procedures, quality, etc.)?
8. Has the government stipulated how all documentation and records describing contractor products or services will be delivered?

✓ Are the government’s requirements specifically defined? Does the SOW fully describe what work and how the work is to be performed, and the processes the contractor is to use and tasks to be performed?

Is the language in the SOW clear and concise? Has all vague or ambiguous language been removed?

Consistency – Is the SOW consistent from section to section? Are the same words, acronyms, and descriptions used as appropriate throughout the document?

✓ Are there any other government contractors this contractor needs to work with? Is an Associate Contractor Agreement required/stipulated?

Engelbeck, R. M. (2001) Acquisition Management. Vienna, VA: Management Concepts, Inc. ISBN: 978-1567261288

Far website: <https://www.acquisition.gov/?q=browsefar>