

## **How to write a Statement of Work**

### **1. A STATEMENT OF WORK (SOW):**

- a. Describes the Government's need in return for expended dollars**
- b. It is developed by the Requiring Activity**
- c. It is the heart of the procurement action**

### **2. A PROPERLY WRITTEN SOW:**

- a. Identifies/defines specific supplies or services required**
- b. Enables offerors to compete on equal footing that accurately address the Government's needs**
- c. Allows the offerors to propose and the Government to negotiate a meaningful price**
- d. Enables the Contractor to perform work without Government supervision**
- e. Serves as the standard for judging the final product and to determine the amount paid to the Contractor**

### **3. A REQUIRING ACTIVITY'S RESPONSIBILITIES ARE TO:**

- a. Determine what you need from the Contractor and how it will enable the Government to accomplish its mission.**
- b. Analyze the project or goal you are trying to achieve.**

## **How to write a Statement of Work**

## **How to write a Statement of Work**

- c. Identify steps necessary to accomplish the project or goal.
- d. Distinguish between those steps which can be accomplished within your activity or using other Government resources, and those steps which would be better accomplished by an outside contractor.
- e. Analyze each item (service/supply) to be contracted for and decide whether it can be described as a product, using a design, or performance specification. (ASK THE QUESTION: *Can it be described either in terms of its physical dimensions, the function the product is to perform – OR – the parameters its performance must meet?*)  
Descriptions should be written using design or performance specifications, or a combination of the two.  
The advantages are:
  - Increases likelihood of getting exactly what you want for your \$\$\$
  - Makes it easier to inspect the finished product for acceptance or rejection
- f. Now, take remaining items (those for which or performance specification is not appropriate) and perform work analysis on these items. Each item must be broken into separate tasks. Each task must then be put into separate parts: Output, work, and input:
  - Under “output” list things you want the contractor to accomplish or deliver.
  - Under “work” list steps required to attain desired result.
  - Under “input” list things needed to perform the work

## **How to write a Statement of Work**

## **How to write a Statement of Work**

### **YOU ARE NOW READY TO WRITE YOUR SOW**

#### **4. IN WRITING A SOW:**

a. the format contains five (5) sections:

(1) **Background** - Describes overall project or goal

(2) **Scope** – Describes work to be accomplished in general terms

(3) **Applicable Documents** – Lists documents in the requirements section of SOW (below) by number and title

(4) **Requirements (including deliverable products)** – *This is an Important Section* – It must be arranged systematically and logically to facilitate accomplishing the desired effort

(5) **Progress Reports** – Describes exactly what is needed to monitor contract progress

#### **5. REMEMBER !**

a. The Contracting Officer is available to answer questions and assist you in development of your SOW

b. The SOW an important tool supporting mission accomplishment

## **How to write a Statement of Work**

## **How to write a Statement of Work**

- c. A poorly written SOW causes problems throughout the procurement process and adversely affects contract performance, as well a mission
- d. You, the Requiring Activity, and we, the Contracting Office, have a vested interest in the quality of the SOW.