

## Performance Work Statement Format

The following information is sufficient for format but may differ depending upon services required.

**Support Services Contracts.** A PWS for support services will generally describe all the pertinent work to be performed, along with measurements of adequate work performance, evaluation and assessment techniques, and applicable incentives. Below are common elements that are included in a PWS:

1. Introduction
2. Scope of Work
3. Requirements/Performance Standards
4. Contract Deliverables
5. Data Requirements
6. Appendixes

### **Description - Sections of the PWS**

**Introduction.** Describes program goals, desired results to be achieved, interfaces that must be considered, and any previous problems that have been encountered (e.g., any known phenomena, techniques, methodology, or results of related work). Keep this section succinct and to the point.

**Scope of Work.** This is a summary section that briefly describes the purpose of the current work and the desired outcome. It should also establish such general requirements as place of performance, normal work hours, applicability of Service Contract Act, etc.

**Requirements.** This portion is basically transference of the Performance Requirement Summary (PRS) matrix into the PWS. In other words, it is the PRS in text form, also containing greater detail. Specify standards to which the requirement must be completed. Include historical data on previous contracts or work by in-house personnel. Consider that a contractor will have a greater chance at success with adequate information that clearly defines the magnitude, quality, and scope of each outcome.

**Contract Deliverables.** This is an important section listing deliverable products/services, arranged systematically and logically to facilitate accomplishment of desired effect. Deliverables (output) are those supplies/services you want the contractor to accomplish/deliver to the Government (e.g., daily/monthly/annually listings/reports, trip reports, attend specified meetings, perform specified training, etc). Proper and complete information in this portion allows the contractor to perform work without Government supervision and serves as the standard for judging the final product/service, deciding acceptance or rejection and ensuring the Government gets what is required per the contract.

Data Requirements. This section contains information on data requirements, such as reports or any of those items contained within a Contract Data Reports List (CDRL). (Some agencies instead list CDRL items separately in Section J of the contract). Strive to minimize data requirements that require government approval and delivery. Acquire only the data that are absolutely necessary. The usual rule of thumb is to limit data to those needed by the government to make a decision or to comply with a higher level requirement.

Attachments, Appendixes, and Exhibits. Through preliminary research and acquisition planning, the acquisition team should already have screened potentially relevant and necessary directives (e.g., the government, DoD, and federal agencies). If only a portion of a directive is pertinent, do not reference or include it in its entirety. Instead, excerpt only required parts of the directive into the PWS. Consider that the number of directives referenced should be few and should be restricted to those necessary as sources of such vital information as task descriptions, quality standards, and statutory or regulatory limitations.

Many undesirable consequences can result from excessive or inappropriate application of directives, such as confusion or error due to conflicting guidance or unintentional direction buried within the document. If the government specifies "how to perform," even within the context of one or more published documents, it then assumes outcome responsibility.

Any essential document referenced in the solicitation should be furnished either with the solicitation or made available at a specified location noted in the solicitation. Remember to include the date or version of each document.

Schedules or Period of Performance. This PWS section provides a realistic delivery schedule for contractor performance and completion. Provide sufficient detail for the contractor to establish specific, detailed milestones against which progress can be measured.

Task Orders. Task-order contracts will also require well-written, precise, definitive PWSs that include performance standards and incentives as appropriate. Ensure that all essential taskings are included and that those that are unnecessary or duplicative are deleted. Task descriptions should clearly define each deliverable outcome. Subtasks should be listed in their appropriate order and should conform to the numbering within the basic PWS from which the task order derives.