

# Statement of Work

## [Title]

### **I. Background**

[Provide two or three paragraphs on the topic—what is it? Why does the office care about it? What is the overall purpose of the project?]

### **II. Scope and Description of Work**

[What is the purpose of the project? What will be done? What are the outcomes?]

### **III. Tasks**

[List and number the specific tasks that will be accomplished.]

### **IV. Deliverables**

[Describe specific deliverables with due dates.]

### **V. Government Furnished Materials**

[Standard language . . .] “Project managers for this proposal will provide relevant background materials.”

### **VI. Payment Schedule**

[Standard language . . .] “Payment will be tied to the acceptance of deliverables. Once a deliverable is accepted by the government point of contact, an invoice can be sent to the Government Finance Office. Finance will process payment within 30 days of receiving the invoice.”

### **VII. Period of Performance**

[Standard language . . .] “The period of performance shall be from contract award to [list date here].”

### **VIII. Place of Performance**

[Standard language . . .] “The contractor shall perform the majority of the work at the contractor’s office, although travel may be required, depending on the methods employed. Information will be exchanged between the contractor and the NOAA Office for Coastal Management via email, telephone calls, and overnight delivery service.” [If specific trips are known, then list here.]

### **VIV. Travel**

[Standard language . . .] “The contractor shall make independent travel arrangements and pay for any travel costs associated with the contract in accordance with federal travel regulations. No invitational travel orders will be issued to the contractor.”

### **X. Proposals**

[Standard language . . .] “Proposals shall contain separate technical and price information. Technical proposals must be 10 pages or less; resumes of key personnel may be included as attachments to the technical proposal and will not be included in the 10-page technical proposal limit. In addition, technical proposals should be submitted as separate documents, or files, from the price proposal.

“Price proposals shall include a total cost for all tasks (Section III), as well as a delineation of costs by each individual task.

“Proposals shall include information on past performance for similar work recently performed or currently underway. See section XI for detail on proposal evaluation criteria.”

### **XI. Evaluation Criteria**

[Standard language . . .] “The award will be made on the basis of the best value to the government. The following evaluation factors will be used: technical proposal, personnel, past performance, and price. Combined technical proposal, personnel, and past performance are more important than price. This is a firm fixed-price task order.

“1. Technical Proposal

- A. Description of the technical approach, methodology, technique, or plan to accomplish the task.
- B. A brief technical proposal for each main task requirement shall be included in the description of work to be provided.

“2. Personnel

- A. Description of the qualifications and experience of the personnel who will be involved in the task, identifying specifically which part of the task each will be involved in.
- B. Resumes of personnel, if not already submitted with previous task orders.

“3. Past Performance

- A. The contractor shall identify three (3) contracts/delivery orders/task orders, which it has recently performed or is currently performing that are similar in nature to this task order. If the contractor has not performed three such contracts/delivery orders/task orders, it shall identify as many similar contracts as it has performed or is performing.
- B. The contractor shall provide the following information with respect to each of these contracts:
  - 1. Contract number, contract type, and dollar value
  - 2. Date of contract award and period of performance
  - 3. Name, address, and telephone number of all applicable contract points of contact
  - 4. Brief description of contract work, scope, and responsibilities

“4. Price Proposals

- A. Offerers must submit a written price proposal by the date and time indicated in the request for quotations.
- B. The price proposal shall be broken down by task (Section III) and shall clearly explain and delineate costs, i.e. personnel, labor hours, other direct costs, and other costs as appropriate per task.”

## **XII. IT Security Requirements**

[Standard language . . .] “The Certification and Accreditation (C&A) or Assessment and Authentication (A&A) requirements of Clause 48 CFR 1352.239-72 do not apply, and a Security Accreditation Package is not required.

“The contractor shall have completed the Office for Coastal Management’s IT Security Questionnaire within one year prior to this task order being awarded. The Office for Coastal Management shall have evaluated the contractor’s response to the questions and found the contractor to be an acceptable IT security risk.

“The authorizing official is satisfied that the deliverables received as a result of this acquisition will be accepted, with the understanding that the cyber security controls employed by the contractor are acceptable and that all deliverables are of low or nominal risk. The risks of this acquisition and deliverables will be accepted.”