

Project Procurement & Contract Management
Statement of Work (SOW)

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Procurement Statement of Work (SOW)

- SOW is a precursor to procurement activity
- Defines portion of Project Scope to be included in contract.
- Describes procurement item in sufficient detail

Procurement Statement of Work (SOW)

- A narrative **description of the required work.**
- Stipulates the **deliverables or services required**

Procurement Statement of Work (SOW)

- Defines the
 - ✓ tasks to be accomplished or
 - ✓ services to be delivered
- in clear, concise and meaningful terms.

(Mostly prepared in the Planning Phase by the Project Planners)

Procurement Statement of Work (SOW)

- Allows seller to determine if they are capable of:
 - Providing products
 - Rendering services
 - Achieving results

Procurement Statement of Work (SOW)

- Information in an SOW:
 - Specifications
 - Quantity desired
 - Quality levels
 - Performance data
 - Period of performance
 - Work location
 - Other requirements

Procurement Statement of Works (SOW)

- Description of any collateral services required
 - Performance reporting
 - Post-project operational support of procured item

SOW-Its place in Procurement process

- Designed during procurement planning stage
- All stakeholders input
- SOW in SBDs before IFB

SOW - Its place in Procurement process

- SOW gets revised and refined as it moves through the procurement process until incorporated into a signed agreement.

SOW - Its place in Procurement process

- A complete SOW enforces the contract
- A complete SOW reduce disputes during contract administration

How an SOW brings efficacy to contract

- SOW improves the service delivery by clearly defining the obligations & responsibilities of the contractor and client.

How an SOW brings efficacy to contract

- It informs contractor what to do and what not to do at the site & with the product to be supplied

SOW- Words to be cautious of

- All
- Never
- Unlimited
- Unconditionally
- Assure or ensure
- Acceptable response time
- Mutually satisfactory
- To your full satisfaction
- Without any problem
- Fully guaranteed
- etc. etc.

SOW Format

SOW Format

- Background
- Objectives
- Scope
- Tasks
- Delivery
- Government furnished Property
- Security
- Travel
- Special Material Requirement
- Other Unique Requirements
- Place of Performance
- Period of Performance

Background

- Identifies the requirement in a general way
- Mentions regulating framework impacting the activity

Objectives

- This section should provide overview of:
 - Contract Efforts & Goals
 - How results or end-product be used

Scope

- Provide a brief statement of:
 - what the Government **expects** to accomplish under the contract

Tasks

- Also called "Work Requirements."
 - tasks that the Contractor must complete during contract performance.
 - approach to meet task requirements and

Tasks

- how the service must be accomplished,
- precise measurements,
- tolerances,
- materials,
- quality control requirements
- other Government requirements

that control the processes of Contractor

Tasks

- Clear requirements for readers
- Reference of absolute minimum applicable specifications and standards needed.

Delivery

□ This section should clearly state:

- What the Contractor must deliver.
- When the Contractor must deliver.

Delivery

- Where the Contractor must deliver the service.
- What documentation the Contractor must obtain from the Government

Delivery

- Incorporation of Government comments as applicable.
- schedule to be submitted when final products such as data, reports or other items are required to be furnished to the Client.

Government Furnished Property:

- "Property in the possession of the Government
- furnished to the contractor for performance of a contract.
- spares and installed items furnished for repairs, maintenance, overhaul, modification or custody."

Security

- Special pass or identification requirements;
- Special security clearance requirements; or
- Special escort requirements.

Travel

- any travel requirements that are to be encountered in the performance of the service(s).

Special Material Requirements

- Requirements for any special materials that are to be encountered in the performance of the service(s).

Other Unique Requirements

- Any other unique requirements or considerations, e.g. -
 - Unique Item Identification (UID)
 - Radio Frequency Identification (RFID).

Place of Performance

- For multiple Government locations, which tasks must be completed where.

Place of Performance

- If performance will be at the Contractor's facility, the SOW need only state that requirement.

□

Period of Performance

- actual dates,
- days after contract award, or
- using some other method.

Period of Performance (Cont...)

- If different periods of performance for different tasks:

- the tasks and
- related periods of performance

should be clearly identified.

Who reads the SOW?

- A variety of people with different perspectives and life experiences will read your SOW.
 - Stakeholders
 - Government & industry contracting personnel
 - managers
 - technical experts
 - accountants
 - lawyers

Who reads the SOW?

- All these readers need to understand the SOW in a clear and concise manner; therefore, language selection is very important.

Tips to draft an SOW (Cont...)

- Use **simple** words, phrases, and sentences whenever practical.
- Be **concise**, precise, and consistent.
- Keep sentences **short** and to the point.
- longer the sentence, the harder it is to understand.

Tips to draft an SOW (Cont...)

□ Use verbs in the active voice.

□ A verb is in the active voice when it expresses an action performed by its subject.

e.g., "The Contractor shall report contract progress quarterly."

Tips to draft an SOW (Cont...)

□ Conversely, avoid using verbs in the passive voice.

□ A verb is in the passive voice when it expresses an action performed upon its subject or when the subject is the result of the action.

e.g., "Contract progress shall be reported quarterly by the Contractor."

Tips to draft an SOW (Cont...)

□ Use "shall" or "must" when writing a requirement binding on the Contractor.

□ Avoid "should" or "may" because these words leave the decision for appropriate action up to the Contractor.

□ Use "will" to indicate actions by the Government.

Thankyou

Q & A

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