

STATEMENT OF OBJECTIVES (SOO) TEMPLATE

- I. Purpose:
- II. Scope or Mission:
- III. Period and Place of Performance;
- IV. Background:
- V. Performance Objectives:
 - 1.
 - 2.
 - 3.
 - 4.
- VI. Operating Constraints:

Note:

1. *A SOO is a short (2 or 3 page) statement of the Contracting Officer's objectives, instead of specific task and is included in an RFP instead of a PWS.*
2. *The RFP instructs each offeror to write a PWS as a part of its proposal.*
3. *Offerors propose tasks and standards to achieve Contracting Officer's objectives.*
4. *The successful offeror's PWS becomes a part of the contract. The SOO is discarded.*
5. *While this technique relieves the Contracting Officer of the task of preparing a PWS, it greatly increases the work of source selection. Each proposed PWS must be carefully considered and its shortcomings and pitfalls identified and evaluated in terms of the buyers objectives.*