Start: SOW

1. Enter the PR Number if known.

*@User: Explanation Provide the PR number that is assigned in FSMS when the funds are/were committed*

*@LLM: Example Answer*

*@Optional*

1. Is this an IT requirement?

*@User: Explanation If IT related services or supplies are included in the requirement, an ITAR review is required. A yes answer triggers incorporation of the TSA Enterprise Architecture and Cybersecurity language required by CIO.*

*@LLM: Example Answer*

*@Required*

1. What is the Name of the program?

*@User: Explanation: The name of the program should match the name of the PR. Some examples are Focused Operations Services, Microsoft License Renewal, Personnel, Payroll and Benefits (PPBE)*

*@LLM: Example Answer*

*@Required*

1. What is the requiring activity?

*@User: (i.e. Program Office should start with TSA, then Office, Division, Branch if applicable -)*

*@LLM: Example Answer*

*@ Required*

1. What is the background information relative to this requirement?

*@User: Provide relevant background information that will be useful to contractors in understanding the need for the services and to assist the contractors in understanding how TSA past practices or current policies could impact future efforts. Address any previous contract activities for similar work.*

*@LLM: Example Answer*

*@ Required*

1. Why is this needed?

*@User: Explanation* *Describe the mission or statutory requirement the effort is supporting,*

*@LLM: Example Answer).*

*@Optional*

.

1. What is the problem it is fixing?

*@User: Explanation Address the root issue, what has happened that requires this supply/service. For example, the checkpoint is too far away from the potable water supply, therefore, bottled water is needed for the TSOs at the checkpoint.*

*@LLM: Example Answer*

*@Optional*

1. Who needs the requirement?

*@User: Explanation is it support for TSA HQ operations for overall mission support or direct field support at an airport?*

*@LLM: Example Answer*

*@Optional*

1. What is the purpose of the requirement?

*@User: Provide a concise statement that describes the purpose you are trying to achieve. Provide a short scope to present an idea of the size and range. Provide specific result.*

*@LLM: Example Answer*

*@ Required*

1. Is there a general scope or required range that would be helpful to

prospective vendors?

*@User -A general scope will provide clarity into the requirement and assist prospective vendors in preparing their proposal to meet the government’s needs. The scope focuses on how the objectives of the action will be accomplished*

*@LLM: Example Answer*

*@Optional*

1. What is the desired outcome?

*@User: Explanation The outcome can be expressed as objectives to be met, successful results, or delivery of a product*

*@LLM: Example Answer*

*@ Required*

1. What is the technical requirement?

*@User: The Requirement document should describe clearly the specific requirements and work required of the contractor. Tasks are activities that are required to produce the deliverables, services and/or outcomes. These should be defined and detailed.*

*@LLM: Example Answer*

*@ Required*

1. Is there any pertinent technical information that potential vendors need to be aware of?

*@User: For example: historical data relating to the effort, number of cases, baggage throughput, airport size etc. If all technical information has been provided, answer “no further information is needed.”*

*@LLM: Example Answer*

*@Optional*

1. What are the specific tasks that are required of the Contractor? The specific details regarding the required effort must be provided. If this is a service effort, the hours of availability must be addressed, 8-5, 24/7, etc.

*@User: Explanation The specific details regarding the required effort must be provided. If this is a service effort, the hours of availability must be addressed, 8-5, 24/7, etc*

*@LLM: Example Answer*

*@Required*

1. Provide any security requirements

*@User: i.e., information/physical Security, access to buildings/access to network/vetting/clearances. Insert TSA Requirements language as applicable. If there are no security requirements, answer “none”, or “not applicable”)*

*@LLM: Example Answer*

*@Required*

1. What are the vendor personnel training requirements?

*@User: Explanation use this section to address any training requirements of the vendor during on boarding and performance. Examples include any OLC training for use of Government computers, security, etc. Do not include training that is already stated elsewhere, i.e. through 52.224-3 Alt-1 or in ITAR language.. Insert TSA Requirements language as applicable. If there are no Vendor personnel training requirements, answer “none” or “not applicable”*

*@LLM:Example Answer:.*

*@Required*

1. Is there any required travel? Describe any limitations related to vendor travel, as well as any reimbursement process, as applicable.

*@User: Explanation If travel is a requirement for accomplishment of the services describe any limitations related to vendor travel, as well as any reimbursement process, as applicable. Cite the Federal Travel Regulation (FTR) as applicable*

*@LLM: Example Answer*

*@ Required*

1. What is the base period of performance?

(express in mm/dd/yyyy – mm/dd/yyyy format)

*@User: Explanation This is the initial period of performance that is funded. If the action is to be incrementally funded due to a Continuing Resolution, include the full period that would be funded otherwise. Transition In needs to be included in the calculation.*

*@LLM: Example Answer*

*@ Required*

1. Are there anticipated option periods?

*@User: Explanation provide the number of option periods and length for each. If there are no option periods anticipated, answer “none” or “not applicable”.*

*@LLM: Example Answer*

*@Required*

1. What are the deliverables and schedule?

*@User: Service type deliverables (reports) should be clearly defined with submittal dates, format requirements and periodicity. Specify electronic or physical delivery of reports and recipients. Electronic delivery must address limitations on size. Supplies/Hardware should include quantity delivered, time and place.*

*@LLM: Example Answer*

*@Required*

1. Are there any packaging/marking/shipping instructions for the

deliverables? Provide the instructions.

*@User: Provide Shipping address, email addresses, etc. Insert TSA Requirements language as applicable. If there are no packaging/marking/shipping instructions, answer “none” or “not applicable”. etc.*

*@LLM: Example Answer*

*@ Required*

1. Where is the work to be performed?

*@User:* *List all locations. Identify if work is to be performed remotely.*

*@LLM: Example Answer*

*@ Required*

1. Is there a specific number of hours, level of effort or manhours stipulated by the Government? What are they?

*@User: Explanation Providing the estimated number of hours/LOE/FTEs provides clarity into the general scope of the effort. If they are not known, or do not apply, answer “No” or “not applicable”.*

*@LLM: Example Answer*

*@Optional or Required*

1. Are there specific Labor Categories (LCATs) required by the Government

to perform the effort?

*@User: Explanation -if the Government has stipulated specific labor categories for the services to be provided, the categories need to be listed. This information may also be listed under Key Personnel qualifications and requirements. If they are not known, or do not apply, answer “No” or “not applicable*

*@LLM: Example Answer*

*@Optional*

1. Is there any Key Personnel that must be identified in the resulting contract? What are the qualifications and requirements for all key personnel?

*@User: Explanation Identifying the Key Personnel provides clarity into the critical aspects of the requirement., Provide those labor categories that are to be identified as Key, as well as any applicable skill level, such as journeyman, entry level. . If they are not known, or do not apply, answer “No” or “not applicable..*

*@LLM: Example Answer*

*@Optional*

1. Is there any Government Furnished Equipment (GFE) or Information (GFI) to be provided? Describe what is to be provided, when it is to be provided and by whom.

*@User: Explanation Describe what is to be provided, when it is to be provided and by whom. If no GFE or GFI is to be provided, answer “none” or “not applicable”.*

*@LLM: Example Answer*

*@ Required*

1. Describe any Transition in and Transition out requirements required for the effort.

*@User: Explanation Address the activities that will be required of the vendor while onboarding/transitioning from the previous contractor. At the end of the contract period, address what transition out activities are required. If transition is not included in the effort, answer “none” or “not applicable”.*

*@LLM: Example Answer*

*@ Required*

1. What are the Government Specifications, Standards and Executive

Orders, etc. that must be adhered to in accomplishing this effort?

*@User: Explanation Provide a listing of required policies, standards, guidelines and statutory requirements that must be followed. As applicable, the ITAR language, as well as 508 Compliance terms will be inserted here also.*

*@LLM: Example Answer*

*@ Required*