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# REQUIREMENTS INFORMATION

Task Name:

Name of Requisition Office:

# BACKGROUND

Provide relevant background information that will be useful to contractors in understanding the need of task(s) and to assist the contractors in understanding how TSA past practices or current policies could impact future efforts.

# PURPOSE

Provide a concise statement that describes the purpose you are trying to achieve. That includes the scope and objectives. Provide a short scope to present an idea of the size and range. Provide specific result.

# TECHNICAL REQUIREMENTS

Describe in clear, understandable terms exactly what you want the contractor to accomplish. The requirements should be expressed in terms of the desired outcome. These outcomes are expressed as the performance objectives. The PWS should:

Describe at the highest possible level what the end product/service must do (performance) and what constraints must be considered. There should not be any process-oriented language in the PWS.

- Fully describe the specific requirements and performance required of the contractor without dictating the way they are to accomplish the tasks.

- Include all actions that will be required by the contractor (i.e., training, frequency of meetings, etc.)

- QASP: Provide Performance Standards that track each performance objective, along with the method of analyzing performance. Define the type of inspection and frequency for each objective’s standard. Each should be measurable, specific, attainable, relevant and time bound. This can be a separate document or incorporated into the PWS.

- Security Requirements should be addressed.

## TRANSITION

Describe any transition in and transition out requirements.

## DELIVERABLES

Sample Text - Deliverables: Timely submission of deliverables is essential to successfully completing this requirement. Schedules for deliverables are specified in Exhibit B. All deliverables shall be prepared and submitted according to format, content, and schedule described in the PWS. All “hard copy” deliverables will be submitted on recycled content paper, and printed double-sided.

Sample Text - Reporting Requirements: The contractor is required to provide written progress reports (insert frequency, e.g. monthly) for the period (specify contract period or project duration}. The original and specified number) copies are required. The progress report shall cover all work completed during the specified period and shall present the work to be accomplished during the subsequent period. This report shall also identify any problems that arose and a statement explaining how the problem was resolved.

## DELIVERY INSTRUCTIONS

Provide packaging, marking and shipping instructions for all deliverables. This includes destination and frequency.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Deliverable** | **PWS**  **Reference #** | **Due Date / Frequency** | **Deliverable Recipient\*** | **Deliverable Format** |
| **1** | Biweekly Report | 4.2 | \*Every Other Tuesday from  Date of Contract Award | Program Office,  COR, and  Contracting  Officer \* | Microsoft (MS) Word 2007, submitted electronically and  unprotected to the Office of Acquisition |

\*Email addresses to be provided after contract award.

## PERIOD OF PERFORMANCE

State the period of performance for the contract including any option years. If there are key milestones that must be completed by specific dates, also state that here.

## PLACE OF PERFORMANCE

State where the effort is to occur.

## TRAVEL REQUIREMENTS

Specify the regulations that must be followed, as well as any reporting required regarding the travel.

## GOVERNMENT FURNISHED RESOURCES AND INFORMATION

Address government provided information and equipment and frequency.

## SPECIAL SECURITY REQUIREMENTS

Special requirements may include but are not limited to ITAR language, terms required from Appendix G, privacy, data rights, release of information, security clearance requirements, building access, equipment and/ or other certifications. Identify any security requirements, physical access, privacy, etc.

# APPLICABLE DOCUMENTS

**Section 508 Requirements**

**DHS and TSA Enterprise Architecture (December 2022):**

**Cybersecurity Policy for TSA Government Acquisitions (July 2023)**

**OCIO CISO CYBER-SUPPLY CHAIN RISK MANAGEMENT (C-SCRM) SOW LANGUAGE (June 28, 2023)**

**DHS OCIO Artificial Intelligence / Machine Learning Requirements Language – August 2023 Artificial Intelligence / Machine Learning Requirements**