

Here's a clean, actionable **Statement of Objectives (SOO) template**, built for Agile or performance-based acquisitions and aligned with current best practices (e.g., TechFAR, FAR 37.6). This format is suitable for use in federal acquisitions where the Government defines **outcomes, not detailed tasks**, allowing vendors to propose innovative solutions.

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## Statement of Objectives (SOO)

**Project Title:** *[Insert name]*

**Agency/Office:** *[Insert agency or office]*

**Date:** *[MM/DD/YYYY]*

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### 1. Background

Provide a brief summary of the mission context and why this acquisition is needed. This section should explain what the program is trying to achieve and how this effort fits in.

*Example:*

The [Agency/Office] is responsible for [mission or program]. Currently, [brief problem or gap]. This acquisition seeks to address [goal or challenge] through an iterative, outcomes-based approach to solution development and delivery.

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### 2. Purpose

Clearly define the strategic purpose of this effort. What need must be met or problem solved?

*Example:*

The purpose of this acquisition is to obtain contractor support to deliver a modernized, user-centered platform that streamlines [business process], improves customer experience, and meets agency compliance and security standards.

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### **3. Objectives**

State the high-level, outcome-oriented objectives. Use clear, measurable language where possible.

*Example Objectives:*

- Deliver a **Minimum Viable Product (MVP)** within 90 days of award that demonstrates core functionality to target users.
  - Enable **continuous integration and delivery (CI/CD)** to support rapid iterations based on user feedback.
  - Apply **user-centered design (UCD)** principles and practices to ensure usability and accessibility.
  - Implement and document secure, scalable APIs that comply with agency data sharing policies.
  - Transition full ownership of working code, documentation, and backlog to the government at contract completion.
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### **4. Scope**

Define the functional and technical boundaries of the effort. This should be **outcome-based**, not a list of tasks.

*Example:*

This effort covers the discovery, design, development, testing, and deployment of [product/service name]. The contractor is expected to propose an Agile, modular, and open approach that accommodates evolving user needs and policy requirements. Work includes:

- Human-centered research and design
  - Development of a scalable MVP
  - Cloud infrastructure planning and provisioning (if applicable)
  - Transition support and knowledge transfer to Government staff
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## 5. Performance Metrics & Success Criteria

Provide performance expectations, success indicators, or metrics. You don't need to list formal SLAs here—that belongs in a QASP—but define what good looks like.

*Examples:*

- MVP delivered and approved within 3 sprints of contract award
  - $\geq 85\%$  user satisfaction rating from usability testing
  - All new code achieves  $\geq 80\%$  automated test coverage
  - Integration points meet specified latency and reliability thresholds
  - All deliverables meet WCAG 2.1 AA accessibility standards
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## 6. Constraints

Highlight known boundaries, such as legal, technical, or policy-driven constraints.

*Examples:*

- Development must comply with FedRAMP Moderate requirements
  - All data must remain within CONUS-based cloud infrastructure
  - Follows agency Section 508 standards
  - Reuse of existing open source libraries where feasible
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## 7. Government Furnished Information / Resources (GFI/GFE)

List any tools, platforms, data, access, or support the Government will provide.

*Examples:*

- Access to current system documentation
- Cloud.gov development environment
- Government Product Owner and COR

- Existing user research and backlog materials
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## 8. Period and Place of Performance

Define the expected timeline and work location(s).

*Example:*

- **Base Period:** 6 months from date of award
  - **Option Periods:** Up to 2 additional 6-month terms
  - **Place of Performance:** Remote with occasional meetings at [Location]
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Let me know if you want this converted into a **fillable Word template**, embedded into an RFQ, or customized for a specific procurement (like SBIR, OTA, or FAR Part 12).