

Here's a **Performance Work Statement (PWS) template**, tailored for federal acquisitions—particularly agile or performance-based service contracts. This structure is designed to align with FAR Part 37.6 and works well alongside a QASP.

Performance Work Statement (PWS)

Project Title: *[Insert Title]*

Agency/Office: *[Insert Name]*

Solicitation/Contract Number: *[Insert #]*

Date: *[MM/DD/YYYY]*

1. Introduction

Briefly describe the agency's mission and the reason for this acquisition.

Example:

The [Agency/Office] is acquiring contractor support to design, build, and deliver a modern digital service that improves [mission/business process]. This support will be delivered using agile, user-centered, and modular development practices.

2. Background

Summarize the history, legacy system context (if any), prior efforts, or key drivers leading to this requirement.

Example:

The current [system/process] is outdated, inflexible, and does not meet user needs. A prior modernization attempt resulted in partial delivery but failed to integrate user feedback or adapt to changing requirements. This contract seeks to reset the approach using iterative delivery.

3. Objectives

State the mission-aligned goals this effort must achieve.

Examples:

- Deliver a minimum viable product (MVP) that enables [user goal]
 - Improve system usability, accessibility, and data quality
 - Support continuous user research and testing
 - Transition full capability and knowledge to government staff
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4. Scope of Work

Describe what's in scope—functions, services, and deliverables. Avoid prescribing “how.”

Example:

The contractor shall provide all necessary services, labor, tools, and materials to:

- Conduct user research and journey mapping
 - Design and prototype new service features
 - Develop, test, and deploy working software in iterations
 - Conduct backlog grooming and sprint planning with the Product Owner
 - Provide cloud architecture guidance and DevSecOps support
 - Create and maintain documentation and training materials
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5. Tasks and Deliverables

Define major tasks and what's expected from the contractor. Use tables for clarity.

Task #	Task Description	Deliverables	Due Date or Frequency
1	Discovery & Planning	Research plan, stakeholder interviews summary	2 weeks after kickoff

Task #	Task Description	Deliverables	Due Date or Frequency
2	MVP Development	Working software deployed to staging	End of Sprint 3
3	Usability Testing	Test report & recommended changes	Every 2 sprints
4	Transition Support	Final code handoff, tech documentation	End of base period

6. Schedule

Provide the base and any option periods.

Example:

- **Base Period:** 6 months from date of award
- **Option Period 1:** 6 months
- **Option Period 2:** 6 months

Sprints will be two-week increments unless otherwise modified.

7. Performance Standards

Set the bar for what acceptable performance looks like. This feeds into the QASP.

Performance Area	Standard	Acceptable Quality Level (AQL)	Surveillance Method
Code delivery	Meets DoD coding guidelines, passes review	95% of deliverables	Automated + manual review

Performance Area	Standard	Acceptable Quality Level (AQL)	Surveillance Method
User research	Conducted every sprint cycle	100% compliance	PO sign-off
Accessibility	WCAG 2.1 AA compliance	100%	Pa11y scan & manual

8. Place of Performance

Example:

- Primarily remote
 - Occasional in-person meetings in [City, State]
 - Staging and production deployments to FedRAMP-approved environments
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9. Security Requirements

Specify clearance, system access, or data handling requirements.

Examples:

- All work must be performed within CONUS
 - Contractors must complete agency security training within 10 business days
 - No classified information will be handled
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10. Government-Furnished Resources

List tools, systems, access, or data the Government will provide.

Examples:

- Existing backlog and user research artifacts

- Access to product owner and stakeholders
 - Government cloud environments (e.g., Cloud.gov, AWS GovCloud)
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Let me know if you want this turned into a **Word template**, tailored for a specific **contract type** (e.g., FFP per iteration, T&M), or linked to a specific **QASP or SOO**.