

Here's a clean, flexible **Standard Operating Procedure (SOP) template** you can use for federal acquisition teams or any government-related operational process. It's structured for clarity, traceability, and consistency, and written in a style suitable for use in acquisition, program management, or tech/service delivery contexts.

Standard Operating Procedure (SOP) Template

Title:

[Name of the procedure]

SOP Number:

[Unique ID if applicable]

Version:

[Version number and date]

Prepared by:

[Name, Office/Division]

Approved by:

[Name, Title, and Date]

Effective Date:

[MM/DD/YYYY]

Next Review Date:

[MM/DD/YYYY]

1. Purpose

Briefly state why this SOP exists. What process does it support? What problem does it address?

Example: The purpose of this SOP is to standardize the process for conducting Agile source selections within the agency's IT acquisition programs.

2. Scope

Define the boundaries of the SOP: who it applies to, what offices or roles are involved, and what it covers (and doesn't cover).

Example: This SOP applies to all Contracting Officers, CORs, and Technical Evaluation Teams involved in software development contracts using Agile delivery methods.

3. References

List relevant regulations, policies, templates, or other SOPs this procedure depends on.

Example:

- FAR Part 15.3 – Source Selection
 - TechFAR Handbook
 - Agency Agile Acquisition Playbook
 - QASP Template v2.1
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4. Definitions

Clarify terms and acronyms used in the SOP.

Term	Definition
CO	Contracting Officer
COR	Contracting Officer's Representative
MVP	Minimum Viable Product

5. Roles and Responsibilities

List each involved role and their responsibilities in executing the SOP.

Example:

- **Contracting Officer (CO):** Leads the solicitation and award process.
 - **Product Owner (PO):** Defines the product vision and prioritizes requirements.
 - **Evaluation Team Lead:** Facilitates evaluation sessions and coordinates scoring.
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6. Procedure

Break down the steps clearly and sequentially. Use sub-steps or bullet points where helpful.

Example:

Step 1: Develop Product Vision

- Product Owner drafts the vision aligned to the mission.
- COR and CO review for clarity and acquisition feasibility.

Step 2: Draft the SOO

- Use the approved agency SOO template.
- Include outcome-based objectives.
- Route through legal if required.

Step 3: Conduct Market Research

- Issue RFI and assess market capability.
- Document findings in the Acquisition Plan.

Step 4: Evaluate Vendors

- Phase 1: Technical challenge
 - Phase 2: Oral presentations and pricing
 - Use Confidence Ratings per SSP
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7. Quality Control / Performance Measures

Describe how the process is monitored or audited. What metrics or feedback loops are used?

Example:

- Post-award review checklist completed by COR.
 - Annual process audit conducted by Procurement Policy Office.
 - Vendor feedback form reviewed quarterly.
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8. Records and Documentation

Specify what records must be kept and where. Include system names if applicable.

Example:

- All evaluation documentation retained in the agency's eProcurement system (e.g., PRISM).
 - Final contract artifacts stored in contract file in SharePoint.
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9. Revision History

Version	Date	Description	Author
1.0	12/06/2025	Initial release	Acquisition Policy Lead

Let me know if you want a **fillable version (Word or Google Docs)** or need this tailored for a specific type of SOP (e.g., **source selection**, **QASP execution**, **post-award debrief**, etc.).