

PERFORMANCE-BASED SERVICE CONTRACTING

TABLE OF CONTENTS FOR PWS

1. BACKGROUND: Describe the need for the goods or services, the current environment, and the office's mission as it relates to this requirement. Provide a brief description/summary of the goods or services sought.
2. SCOPE: Include a high-level view of the procurement, its objectives, size, and projected outcomes. Do not include *anything* that won't contribute to the expected result. Do include impacts/implications.
3. APPLICABLE DOCUMENTS: List legal, regulatory, policy, security, etc. documents that are relevant. Include publication number, title, version, date, where the document can be obtained, etc. If only certain portions of documents apply, so state.
4. SUMMARY OF REQUIREMENTS: This is the heart of the PWS. Include the expected outputs/outcomes. (See the Templates in Attachments 1-5 for examples; this section, combined with no. 6 below, comprises the information needed for the templates.)
5. DELIVERABLES: List all outputs/outcomes with specific due dates or time frames. Include media type, quantity, and delivery point(s).
6. QUALITY ASSURANCE PLAN: This portion of the PWS explains to the vendor what the Government's expectations are, how (and how often) deliverables or services will be monitored and evaluated, and incentives that encourage the contractor to exceed the performance standards (See Templates) and that reduce payment or impose other negative incentives when the outputs/outcomes are below the performance standards.