Broad Agency Announcement
Air Force Research Laboratory
Directed Energy Directorate

Contractor Statement of Work Preparation

1. The Contractor Statement of Work (C-SOW) must be a separate and distinct proposal part submitted on the same CD-R as the Technical Proposal submission. The Government intends to incorporate the C-SOW into the resulting award document. This will occur only if the C-SOW accurately describes the work to be performed, is enforceable and is void of inconsistencies. Offerors should consult FAR 35.005 before writing the C-SOW. The C-SOW must describe the technical methodology as well as the task description, but not in so much detail as to make the C-SOW inflexible. NOTE: If an Indefinite Delivery/Indefinite Quantity (IDIQ) type contract is anticipated, a C-SOW is required for both the Basic IDIQ contract and the individual Task/Delivery Order(s).

2. There is no page limit for the C-SOW. Adhere to the technical section formatting instructions specified for submission when preparing the C-SOW. Do not include any proprietary information in the C-SOW. The C-SOW developed by the offeror and included in the proposal may be incorporated into a binding contract. Contractors may request copies of our contracts under the Freedom of Information Act; consequently, it is imperative that no company-sensitive information be included in the C-SOW. Developing the C-SOW as a separate and distinct part of the proposal will allow the Government to incorporate it with minimal time and effort.

3. Begin the C-SOW on a new page.

a. Title format shall be as follows:

Statement of Work
BAA Number
Technical Topic Area (if applicable)
Project Title *(to correspond exactly to the project title used on the coversheets of each proposal)*
Date of C-SOW

Footer shall include offeror's name, page # (page x of x pages), and project title

b. The following is offered as a recommended template for the C-SOW:

Note: please use the decimal numbering system below for C-SOW preparation.

1.0 SCOPE: This section includes the technology area to be investigated, objectives/goals, and major milestones for the effort. Provide a brief overview of the technology development effort and describe why it is being pursued, what is intended to be accomplished, and what aspect of the "Statement of Problem/Objective" is being addressed.

2.0 BACKGROUND: This section includes any information, explanations, or constraints that are necessary in order to understand the technical requirements presented in the C-SOW. It may include techniques previously tried and found ineffective. The offeror shall identify appropriate specifications, standards and other documents that are applicable to the effort to be performed.

3.0 TASK/TECHNICAL REQUIREMENTS: A detailed description of tasks that represent the work to be performed. If an award is made, these tasks will become contractually binding. Thus, this

portion of the C-SOW should be developed in an orderly progression and in enough detail to establish the feasibility of accomplishing the overall program goals. The work effort should be segregated into major tasks and identified in separately numbered paragraphs. Each numbered major task should delineate, by subtask, the work to be performed; deliverables and Contract Data Requirements List (CDRL) items if CDRL requirements have been delineated in the announcement. If you propose a phased approach, specify such and present specific tasks with each phase. If you propose parallel performance of several broad but definable tasks, describe them and develop specific task statements for each. The C-SOW must contain every task. Do not assume that AFRL already understands the proposal or that you can supplement the proposal post award. The tasks must be definitive, realistic, and clearly stated. Use "shall" whenever the work statement expresses a provision that is binding. Use "should" or "may" whenever it is necessary to express a declaration of purpose. Use "will" in cases where no offeror requirement is involved. Use active voice in describing projected work.

4.0 EXIT CRITERIA AND DELIVERABLES: Identify any and all hardware/software to be delivered to the Government as a result of the effort. Specify Government acceptance criteria for each deliverable, product or tangible result that you expect from each task, phase, or area of work at contract/delivery order completion. Define criteria for establishing or indicating that a specific milestone or phase has been completed. List the deliverables that result from that milestone or phase tied to the execution schedule. Identify all reviews and when/where (identify by milestone or task) they will be conducted. If CDRL requirements are included in the announcement, indicate the appropriate CDRLs in the C-SOW.