**Template Instructions:**

1. Use this template to **describe your service requirement**.
   * This template is intended for service requirements valued **under $250,000.00** (under SAT).
2. Use the blue guidance text to complete this template with **details specific to your current requirement**.
3. **Remove the blue guidance text when you are finished**. The document you submit to the RCO should be in black standard text.
4. Submit it with your PR package to the Regional Contracting Office (RCO).

**Performance Work Statement (PWS) / Statement of Work (SOW)**

**Brief Requirement Title / *Example***: Hangar Bird Control

**Full Name of Requiring Activity/Command/Program, with associated acronyms in parentheses**

1. **Background**

***Instructions:*** In 1-2 sentences, state the mission of your activity as it applies to this specific requirement. **Write out the full name** of your activity the first time you use it, **then** use the acronym from there.

The mission of the [Name of requiring activity] is to [state in 1-2 sentences].

***Example****:* The mission of the Marine Helicopter Squadron 1 (HMX-1) is to operate and maintain its facilities and provide services and material to support the operations.

1. **Scope**

***Instructions:*** Briefly answer the following questions:

* What is the main problem or area of need?
* What service is required to solve the main problem or meet the area of need?

***Example:*** The hangar at [Name of requiring activity] has a bird infestation. [Name of requiring activity] needs the following support services: hangar bird control, protection, and deterrence.

1. **Performance Requirements**

***Instructions:*** List each task that a contractor must perform to meet the requirement.

* 1. **Tasks:** The Contractor shall…
     1. *Describe tasks here.*
     2. *Describe tasks here.*

***Example:*** The Contractor shall…

* + 1. Verb + Noun + Desired end state
    2. Remove dead birds, feces, and waste from all surfaces in the hangar.
    3. Solve the damaged netting problem so there are no holes in the netting on the ceiling.
    4. Implement a permanent solution to prevent bird presence and waste in the hangar.

1. **Applicable Information and/or Documents**

***Instructions:*** The following subsections are examples for how to describe any applicable information and/or documents necessary for the contractor to perform your requirement. **Not every subsection will apply to your requirement. Use and/or modify what you need; check N/A for any subsections that do not apply to your requirement**.

* 1. **Government Technical Point of Contact (TPOC):** TPOC contact information to be provided to the Contractor at time of award.

***Note****:* Provide the TPOC’s full name, title, and all contact information to the RCO in your Market Research Report (MRR) as part of your PR package. Your RCO Contract Specialist or Contracting Officer will input the TPOC’s information upon award.

* 1. **Period of Performance**: Specify the required period of performance. Period of performance can be a date range, a specified date of completion, or a specified period of time after date of contract award (ADC).

***Examples:***

* The required period of performance is May 12, 2024 – August 12, 2024.
* All work to be fully complete in accordance with the PWS no later than April 01, 2024.
* Performance must be complete no later than 30 days after date of contract (ADC).

***Note:*** If your requirement includes **option periods**, specify here. If inapplicable, delete the table.

* How many option periods are required?
* Is there a required period of performance for each option period?

|  |  |
| --- | --- |
| **Option Period** | **Period of Performance** |
| ***Example***:  Base Period | March 03, 2023 – March 02, 2024 |
| Option Period 1 | March 03, 2024 – March 02, 2025 |
|  |  |
|  |  |
|  |  |

* 1. **Place of Performance:** Specify the required place of performance, including any names/titles and physical address(es). If the service must be performed at the Contractor’s facilities, state that.
  2. **List of Deliverables:** If applicable, list any tangible items that a contractor must deliver to meet the requirement / perform the service.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable Name** | **Description** | **Frequency or Required Date** | **Method of Delivery** |
| ***Example***:  Assessment Report | Description of report to be delivered | 24 hours after completion | Email to TPOC |
|  |  |  |  |

Not applicable

* 1. **Delivery Address:** If applicable, specify the required delivery address for deliverables, including any names/titles and physical address(es).

Not applicable

* 1. **Hours of Operation:** If applicable, specify hours of operation: When must the Contractor be available to perform the work?

***Example:*** Services must be performed during normal working hours in coordination with the TPOC, 8:00AM – 4:00PM, Monday – Friday, except U.S. Federal Holidays. Visit [Federal Holidays (opm.gov)](https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=Overview) to view the applicable listing of U.S. Federal Holidays.

Not applicable

* 1. **Contractor Personnel / Qualifications:** Does the Contractor need any specific certifications, qualifications, or experience to provide this service? If so, list here.

***Example:*** The Contractor is required to have at least one of the following certifications. The Contractor shall provide documentation of required certification upon request by the TPOC.

* + - * + *List required certification(s) here.*

Not applicable

* 1. **Travel:** If applicable, include the following travel subsection:

The Government intends to award a Firm-Fixed Price (FFP) contract type. The Contractor is responsible for all travel/per diem related expenses required to perform this contract. Any anticipated travel costs in the performance of this contract shall be included as part of the quoted rate(s). Any travel matters associated with the performance of this contract are the sole responsibility of the Contractor. The Government shall not have any financial responsibility other than paying for the FFP on each line item.

Not applicable

* 1. **Security Requirements:** If applicable,describe any security requirements that the Contractor will need to perform this contract.

***Example:*** Does the Contractor require security clearance to perform this contract? If so, specify and provide any instructions necessary to obtain security requirements.

Not applicable

* 1. **Government Facility Access:** Will the Contractor need access to any Government facilities? If so, what will the Contractor need to do to obtain access to necessary facilities in time for contract performance?

***Example***: The [Name of requiring activity] facility is located on Marine Corps Base Quantico (MCBQ). The Contractor shall follow the below instructions to obtain base access prior to performance.

* The Contractor will require a background check by MCBQ to obtain facility/base access prior to arrival at the hangar.
  + - The Contractor must provide the TPOC with the names and contact information of each Contractor employee who will need to enter MCBQ. The Vendor must provide this information to the TPOC no later than three (3) business days prior to the date when services on MCBQ are required.
* The Vendor must complete registration in the Defense Biometric Identification System (DBIDS) prior to entering MCBQ. The Vendor must possess of a valid form of identification.
  + - Visit the Base Access site at the link provided and follow the instructions for Contractors to obtain base access.
    - The DBIDS registration information and a list of valid forms of identification are found at: <https://www.quantico.marines.mil/Info/Base-Access/>
    - The Vendor shall present a Government form of ID at the main entrance to MCB Quantico.

Not applicable

* 1. **Specifications:** Provide any necessary specifications that the Contractor will need to perform this contract.
* List existing products or equipment information, such as models or part/serial numbers, applicable to performing the requirement.
* List applicable measurements, dimensions, capacity, or quantities.
* List applicable MCO, MARADMIN, DoDI, or MILSPEC.

***Example:***

* + - * + The hangar is rectangular in shape with the following dimensions: 8,000 ft. length x 6,000 ft. width x 60 ft. height.
        + The hangar has 12 doors.
        + The hangar must maintain the current capacity to house 12 model 101 helicopters.

Not applicable

* 1. **List of Attachments:** If applicable, provide a list of any attachments that the Contractor will need to perform this contract. When you submit your PR package to the RCO, make sure the title of each attachment matches the file name. Examples of attachments include drawings, reference pictures, specification documents, etc.
     + - * **Attachment 1:** Title of attachment
         * **Attachment 2:** Title of attachment

Not applicable

***\*\*Please remember\*\****to **remove the blue guidance text** when you are finished. The completed document should be in black standard text. **Please do not convert to PDF.**

**(End)**