

Sample PWS (Non-personal Services)

Performance Work Statement *[Non-personal Service/Program/Location]*

1. GENERAL *[The General section will include background information, a brief description of the scope of work, personnel related matters such as safety requirements, security requirements, and security clearances, quality control requirements, etc.]*

1.1. Non-personal Services. This is a non-personal services requirement. The Government shall not exercise any supervision or control over the contract service providers (CSPs) performing the services herein. Such CSPs shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.2. Background.

1.3. Scope of Work. *[the scope should explain the services to be provided and who the services are to be performed for, take into consideration that this information will assist the KO administering the contract to make a scope determination at a later date]* The contractor shall provide *[insert requirement description]* services to the Government at *[designated locations]*. The Contractor shall provide all required facilities, personnel, services, transportation, materials, equipment, and supplies required. *[Requirement description]* services will support the *[U.S. Army, U. S. Navy, and U. S. Air Force, Defense Health Agency, etc., as applicable]*. Use of this contract will be limited to those locations identified in *[provide location or exhibit as applicable or state location if an exhibit is not needed]*. No other locations will be considered at this time. Exhibit A is a list of locations and Exhibit B is a list of *[data]* by *[insert how data is compiled i.e. volume and location]*. All services shall be executed at *[contractor or government location]*.

1.4.

2. DEFINITIONS & ACRONYMS *[Definitions if the Federal Acquisition Regulation (FAR) take precedence over any defined within the PWS. In this section, only include definitions which differ from the standard commercial definition in order to create a common understanding between the contractor and the Government. For acronyms, include all acronyms used in the final version of the PWS.]*

2.1. Definitions

2.2. Acronyms

COR	Contracting Officer's Representative
CSP	Contract Service Provider
DoD	Department of Defense
HCP	Health Care Provider
KO	Contracting Officer
USC	United States Code

3. GOVERNMENT FURNISHED ITEMS AND SERVICES. *[Identify those items or services that will be provided for the Contractor's use (without cost to the Contractor) to allow them to provide the required services, such as materials, facilities, training, etc. Do not identify items that will remain in the Government's control as Government Furnished Equipment (GFE). Only those items which meet the FAR definition of GFE shall be identified as such.]*

3.1. Supplies/Materials.

3.2. Facilities.

3.3. Services.

3.4. Government Quality Assurance (QA).

4. CONTRACTOR FURNISHED ITEMS, SERVICES AND RESPONSIBILITIES. The Contractor shall furnish all supplies/materials, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this statement. *[Insert training, deliverables, compliance with laws, employee capabilities, facility licenses, etc. Be specific to regulations for the requirement.]*

4.1. Supplies/Materials.

4.2. Facilities.

4.3. Equipment

4.4. Personnel Qualifications.

5. DESCRIPTION OF WORK. *[This is the meat of the PWS. All of the work to be performed under the contract should be described in sufficient detail here.]*

5.1.

5.1.1.

6. APPLICABLE REGULATIONS AND MANUALS (Current Editions). *[List any publications, manuals, regulations which the Contractor must abide by.]*

6.1. Mandatory Publications.

6.1.1.

6.2. Reference Publications.

6.2.1.

7. LIST OF EXHIBITS/ATTACHMENTS: *[List all exhibits and attachments that will be useful for the Contractor to understand the requirement and rely on during proposal preparation. Each exhibit must be directly linked to the pricing of a line item and will be included in the resultant contract. Attachments are informational purposes only and may include historical information and estimates or other guidance such as how the Government will perform quality assurance. When there is more than one exhibit, each exhibits is identified by an alpha character (i.e. Exhibit A, Exhibit B, Exhibit C, etc.) and when there is more than one attachment, each is identified by a number (i.e. Attachment 1, Attachment 2, Attachment 3, etc.). Attachments are for solicitation purposes only and are not included in the resultant contract.]*

7.1. Exhibit A– Performance Requirement Summary (PRS)

7.2. Attachment 1 – Quality Assurance Surveillance Plan (QASP)

(End of Performance Work Statement)