

Title

Task Order

Task Order #: \_\_\_\_\_ Revision #: \_\_\_\_\_ Date: \_\_\_\_\_

TORP #: \_\_\_\_\_

Org: \_\_\_\_\_

Primary TOR: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate TOR: \_\_\_\_\_ Phone: \_\_\_\_\_

COR: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Background:

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2. **Performance Work Statement (PWS)**

The Contractor must furnish the necessary personnel, materials, equipment, facilities, travel, and support in accordance with this PWS. The Contractor must provide the appropriate program management, and project control necessary to manage this Task Order; ensure that the cost, schedule and quality requirements are continually tracked and the status communicated to the FAA; and ensure that this Task Order is successfully completed.

3. **Scope and Requirements**

The scope of this Task Order includes.....

*(Provide an executive summary)*

3.1 Requirements

The Contractor must perform the following tasks:

(List the tasks in sequential order by phase (if applicable). Describe the purpose of the work to be performed as opposed to the manner in which it will be performed)

Task 1:

Task 2:

Task 3:

**4. Period of Performance**

The period of performance of this Task Order may extend for a total of up to \_\_\_\_\_ months.  
The base period of the Task Order shall be from \_\_\_\_\_, 201\_ to \_\_\_\_\_, 201\_.

There are \_\_\_ twelve (12) month option periods as follow:

Option 1: \_\_\_\_\_, 201\_ to \_\_\_\_\_, 201\_

Option 2: \_\_\_\_\_, 201\_ to \_\_\_\_\_, 201\_

**5. References/Applicable Documents**

<b>List any relevant technical, regulatory, policy, and security documents.</b>

**6. Deliverables and Delivery Schedule**

The following is a table of required deliverables. Deliverables must be submitted using the contractor’s 2020 KSN portal.

All deliverables must be prepared by appropriate and qualified Contractor personnel who meet the minimum labor qualifications stated in Section J005 of the contract.

The FAA will require ( ) five or ( ) ten business days to review each deliverable. If rejected, the FAA will provide rationale to the Contractor for the rejection.

**(OPTIONAL) In addition, the Contractor must:**

- ( ) Prepare a Project Management Status Report (PMSR) to provide a synopsis of the project's activity over the reporting period in contractor format. In accordance with DID FAA-PM-004 (undated)
- ( ) Prepare Performance and Cost Report to provide current status and projected requirements of funds, man-hours and work completion in contractor format. In accordance with Data Item Description (DID) DI-FNCL-80912 dated 06 OCT 1989

OR, if additional financial detail is required use the following alternate:

- ( ) Prepare Funds and Man-Hours Expenditure Report to report contractor expenditures against baseline values at the task or sub-task level. In accordance with DID DI-FNCL-80331A dated 30 Oct 2006. (Not Applicable to FFP Task Orders)

Copies of FAA DIDS are available at: <https://sowgen.faa.gov/>

DS #	Deliverables	Tasks	DID	Format	Delivery Schedule
x	Project Management Status Report		FAA-PM-004	.	
xx	Performance and Cost Report		DI-FNCL-80912		
xxx	Funds and Man-Hours Expenditure Report		DI-FNCL-80331A		

**7. Government-Furnished Property (GFP)**

<b>Identify GFP to be provided to the contractor, and any limitations on use.</b>

**8. Government-Furnished Information (GFI)**

<b>Identify GFI to be provided to the contractor, and any limitations on use.</b>

**9. Additional Training Requirements**

FAA specific training is according to training section H.5.4 of the 2020 contract. Prior approval is necessary for any FAA Training and MUST BE APPROVED by the COTR & CO.

**10. Other Information/Special Requirements**

<b>List any additional work related information of significance not otherwise covered</b>
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<b><i>This task order will be subject to the following AMS Rights In Data clauses (if checked):</i></b>
<input type="checkbox"/> 3.5-13 Rights in Data - General (January 2009) <input type="checkbox"/> 3.5-13 Alternate I Rights in Data - General (January 2009) <input type="checkbox"/> 3.5-13 Alternate II Rights in Data - General (January 2009) <input type="checkbox"/> 3.5-13 Alternate III Rights in Data -General (January 2009) <input type="checkbox"/> 3.5-13 Alternate V Rights in Data -General (January 2009) <input type="checkbox"/> 3.5-14 Representation of Limited Rights Data and Restricted Computer Software (January 2010) <input type="checkbox"/> 3.5-15 Additional Data Requirements (January 2009) <input type="checkbox"/> 3.5-16 Rights in Data – Special Works (January 2009)

**11. Place of Performance**

Contractor or Government Site	Specific Location

**12. Labor**

The following is a FAA estimate of the direct labor requirements for this Task Order. The negotiated labor requirements will be included in the award.

Labor Category/Level (Add * to designate Key Personnel)	LOE Hours					Total Contract Hours
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
<b>Total</b>						

**13. Estimated Travel Requirements**

Destinations, Travel Description and Purpose	# of Travelers	# of Trips	Duration of Trip Days	Local (L), Long Distance (LD) or International (I)	Base or Option Period(s)

**14. Other Direct Costs**

List Item/s	Describe Purpose
None	

List Item/s	Describe Purpose

**15. Quality Assurance Surveillance Plan (QASP)**

The Government intends to utilize the attached Quality Assurance Surveillance Plan (QASP) to monitor the quality of the Contractor’s performance under this Task Order. This performance monitoring process is in accordance with Section H.4 “Task Order Performance Evaluation” of the contract. The oversight provided for in the task order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the task order period of performance. Further, the QASP will provide the Government with a way to track performance and will provide verifiable input to the 2020 Program Office task order award process as well as other business opportunities. The QASP is provided as Attachment 1 to this PWS. The QASP is a living document and may be unilaterally updated by the Government as necessary.

**16. Contract Type/TO Type:** \_\_\_\_\_

**17. Task Order Award Amount:** \$ (to be entered at award)

**18. Contractor Acceptance:**

\_\_\_\_\_  
**Signature Line**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Typed/Printed Name, Title)**

<p><b>QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)</b></p>
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- 1) **Title:** DTFAWA-1X-D-000XX Task Order \_\_\_\_, Attachment 1
- 2) **Work Requirement:** Contractor efforts under this Task Order are defined within the Performance Work Statement (PWS).
- 3) **Performance Standards:** Pursuant to contract provision number H.4 “Task Order Performance Evaluation”, the contractor’s performance will be monitored in the following areas:
  - a. Technical Performance
  - b. Schedule Compliance
  - c. Deliverable Quality
  - d. Cost Control
  - e. Responsiveness to Customer Requirements
- 4) **Method of Surveillance:** The Method of Surveillance is specified under section 5. below.
- 5) **Performance Requirements Summary Matrix:** The following table provides the performance factor, standard, acceptable quality level, method of surveillance and incentive.

Performance Area	Standard	Acceptable Quality Level	Method of Surveillance
(a) Technical Performance	All task requirements met with little to no re-work/re-performance required and with few minor or no significant problems	No significant rework or re-performance required during reporting period. Any minor issues successfully addressed.	Periodic inspection of contractor performance, status reports and invoices.
(b) Schedule Compliance	Contractor provides deliverables on or before due dates and meets or exceeds project milestones or schedules.	No more than one minor deliverable submitted late per reporting period. No significant late deliveries or missed milestones.	Inspection of deliverable and milestones against schedule.
(c) Deliverable Quality	Deliverables are complete, accurate and compliant with task order requirements.	No more than one minor rejected deliverable per reporting period. No significant deliveries rejected or missed milestones.	Review and acceptance procedures for deliverables and accomplishment of milestones per task order criteria.
(d) Cost Control	Successful delivery of all Task Order requirements within budgeted cost	No requests for additional funding per reporting period beyond budget without FAA requested new scope.	Contractor correspondence with the Contracting Officer.
(e) Responsiveness to Customer requirements.	No significant Customer complaints received concerning Contractor’s performance	No more than one minor complaint per quarter. No major complaints per reporting period.	Observation and written or oral complaints.

- 6) **Acceptable Quality Level (AQL):** The AQL for this project is defined in the table above for each performance area.
- 7) **Evaluation Method:** The Government will monitor the contractor's performance in accordance with the method of surveillance noted above. The Government will review all activities cited in the table above to ensure accuracy, completeness, and quality of services provided. Task Order evaluations will be accomplished by the FAA and the 2020 Program Office using a Performance Based Contract Monitoring (PBCM) System.

**Incentives (Positive and/or Negative):** The contractor's performance, both positive and negative, will be a consideration in the 2020 Program Office Task Order award process. In addition, contractor's performance assessments may be used as past performance assessments for other Government business opportunities.