

# How To Write A PWS For Performance-Based Service Acquisition

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## A 2 Day Workshop for Government Employees Desiring To Write The Best Performance-Based Requirements Document Available Within The Latest Government Guidelines

The PWS is the most critical document of the entire contracting process. It determines what your organization will have to live with for years to come. This workshop takes you through the process of writing a Requirements Document and shows you, step-by-step, how to deliver a solid, professional PWS. You will learn how the PWS “fits” into the acquisition process – from acquisition planning to contract closeout.

You will learn how the contractor views the PWS and how what you write determines how they will bid and what their advantages will be. You will learn to develop innovative ideas, plans and strategies, **in class**, tailored to your organization and designed to empower you to build your document into a dynamic, strong, effective work statement.

All attendees will receive the *How to Write a PWS Handbook* filled with step-by-step instructions, a detailed *PWS Checklist*, Government approved text, examples, tip sheets, checklists, templates, forms and resources that you will use in writing your PWS.

Particularly attractive features to this workshop are the in-class Exercises, which give the attendees hands-on experience with the critical elements of writing a PWS, to include a detailed portion on writing an effective services summary.

### Topics Include—

- The Performance Work Statement Overview
  - What is a PWS
  - Definitions, policy and guidance
- The PWS Schedule
- How To Write A PWS, The Seven Step Process, Step-By-Step
- PWS Content And Format
- Determining The Scope Of Work
- Finding The Information You Need
  - Tools and techniques
  - The Work Breakdown Structure and Tree Diagrams
  - Data collection and analysis
  - Analyzing an organization
  - Performance standards
  - Workload data

- How to define the quantity and quality of work needed
  - Workload estimates
- Describing The Level Of Service You Require
- Nailing Down The Requirements
  - The difference between requirements, needs, wants, and desires
  - What makes it a requirement
- Performance Requirement Summary
  - How to write a requirement so it conveys exactly what you need
  - Telling what you need, not how to do it
  - How to develop performance standards
  - Minimum essential services
- Government Furnished Property And Services (GFP)
- Contractor Furnished Items
- Technical Exhibits
  - Historical workload data
  - Historical quality factors
- Relationship Of The PWS To The Agency Cost Estimate
- Reviewing And Coordinating The PWS
- Overview Of The Quality Assurance Surveillance Plan (QASP)
- Best Practices And Lessons Learned