



PERFORMANCE BASED ACQUISITION PWS

A 2-Day Hands-On Workshop
Delivered in Live or Live Virtual Classrooms!

Course Description:

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 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.

Learning Objectives & Topics Covered in this Workshop:

- The Performance Work Statement overview
- How the PWS Determines the Level of Service Your Organization Will Receive
 - What to do to ensure management's needs are captured properly
- The PWS Schedule
 - How long will it take to write your PWS?
 - Timelines and milestones
- How To Write A PWS, The Seven Step Process, Step-By-Step
 - Characteristics and benefits of a performance-based PWS
- 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

Audience: This workshop is designed for all government personnel.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information:

CPE Credits: 15.0

CEU Credits: 1.3

Suggested Program

Prerequisites: Fundamental of Contracting

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live – Live Virtual Classroom





- 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
 - How to develop performance standards
 - Minimum essential services
- Government Furnished Property and Services (GFP)
- Contractor Furnished Items
- Technical Exhibits
- Relationship of the PWS to the Agency Cost Estimate
- Reviewing and Coordinating the PWS
- Tips and Techniques to Make the Work Easier