Statement of Work Checklist

When reviewing a statement of work, ask yourself the following questions:

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| **Questions** | **Yes** | **No** |
| 1. Do I understand what I am reading? Do I have a clear and complete understanding of the SOW? |  |  |
| 1. Does the SOW address the key components? |  |  |
| 1. Have the questions, who, why, what, where, when and how, been answered? |  |  |
| 1. Are the binding requirements clearly distinguishable from the background information? |  |  |
| 1. Are there any redundancies or inconsistencies? |  |  |
| 1. Will the bidders be able to prepare a sound technical proposal? |  |  |
| 1. Are the tasks and deliverables (including the timelines) required realistic? |  |  |
| 1. Has the SOW been subject to independent review? |  |  |
| 1. Is the SOW free of:  * bid/offer evaluation factors? (These should be specified in a separate attachment to the solicitation) * business management matters such as method and basis of payment that belong in other sections of the solicitation? * pronouns with ambiguous antecedent? |  |  |
| 10. Is the SOW performance-based; that is:   * free of “how to” requirements? * clear of statements that order or describe data items? * free of requirements that cite chained government specifications or standards? |  |  |
| 1. Have all the relationships with other projects been considered and requirements integrated? |  |  |
| 1. Are there any references to other documentation? If yes, are they properly described and cited? |  |  |
| 1. Is the wording used to describe the work required in an active voice? Remember that the SOW will form part of any resulting contract. |  |  |
| 1. Is there a need for a glossary to describe acronyms and the definitions of frequently-used terms? |  |  |
| 1. Is the terminology consistent throughout the SOW? |  |  |

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| **Questions** | **Yes** | **No** |
| 1. Are there words or sentences with multiple interpretations (i.e. words such as: approximately, recent, excessive, good, any, etc. and sentences such as: to the satisfaction of the client; in accordance with commercial practices, etc.)? |  |  |
| 1. Have you verified the use of the verbs “must” and “will”? |  |  |
| 1. Is the work required set out in a logical and chronological order? |  |  |
| 1. Are the deliverables clearly described? |  |  |
| 1. Are the acceptance criteria for each deliverable clearly stated? |  |  |
| 1. Are the language requirements well defined? |  |  |
| 1. Are the travel requirements well defined? |  |  |
| 1. Are the security requirements required well defined and classified? |  |  |
| 1. Is the time frame (i.e. on an “as-and-when-needed” basis) visibly specified? |  |  |
| 1. Is the location of the work specified? |  |  |
| 1. If applicable, are the constraints clearly identified? |  |  |