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The Government Manager's Guide to the Statement of Work (The Government Manager's Essential Library Book 10)

Michael G. Martin

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This volume offers practical guidance on writing and preparing a description of government requirements, whether the document used is a statement of work (SOW), a performance work statement (PWS), or a statement of objectives (SOO). This description specifies exactly what good and services are being purchased, including their quality, requirements, quantity, and schedule for delivery, and also defines the relationship between the government and the contractor. From an overview of the elements that make a good SOW, to the methods for changing an SOW to meet new conditions, this is a hands-on resource for every government manager who is involved with contracts.

Contents: An Overview of the Statement of Work • Relationship of the SOW to the Solicitation and Contract • Planning the Statement of Work • The SOW Format • Writing a Per formance Work Statement for Performance-Based Service Contracting • Using a Statement of Objectives • C ommon Problems in Writing SOWs • Managing Changes to the SOW • Acronyms and Abbreviations

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