



## Image World2 *New Dimensions* – Statement of Work

**Award Date:** 12/21/2000  
**Expiration Date:** 12/20/2010  
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### NITAAC Statement of Work (SOW)

**Task Order Title**  
**Statement Of Work**  
**As of mm/dd/yy**  
**Agency**

The Statement of Work (SOW) must have an as of date. If the SOW is revised or corrected during the pre-award phase, each revision must have a new date with changes marked by revision bars. When a SOW is revised for task order modification (after award) it must be given a new As of date. SOW's pages must be numbered.

*Note: Words in italics are used to provide general guidance and/or example content.*

*Customer may use the U.S. mail, fax, or e-mail to provide the TORP, except where indicated that a hard copy of a signed document is required. NITAAC expects delivery of documents in printed form and soft copy on INTEL PC 3.5" floppy. When customers use e-mail, NITAAC expects soft copy to be in MS Word or WordPerfect and MS EXCEL or Lotus 123.*

#### **Task Order Title**

Include a short title of services or a general description of items to be acquired. This title should be unique and descriptive, and should be used consistently throughout the task order process.

#### **Background**

Justify this effort in relationship to the customer's agency mission. List other historical or parallel efforts such as other agency activities and/or industry efforts that provide additional information related to this SOW.

#### **Objectives**

Provide a concise overview of the customer's goals and expectations as a result of this task order.

#### **Scope**

Describe the general scope of work. The SOW must be performance-based in accordance With FAR 37.6, unless a rationale is provided for not using performance based contracting methods. Each SOW must identify the **Technical Functional Areas (TFA's)** each IW2nd Task Order and work category required to ensure that your tasks are within contract scope.

For example:

- IW2nd TFA 1 Business
- IW2nd TFA 2 Medical Sciences
- IW2nd TFA 3 Geographic Information System (GIS) / Scientific

#### **5. Specific TFA's**

The Image World 2 *New Dimensions* (IW2nd) contracts provide commercial hardware, software, solutions and services for the implementation of imaging technology requirements within the National Institutes of Health (NIH) and other Government agencies. Working in a partnership with the prime contractors, the NIH Information Technology Acquisition and Assessment Center (NITAAC) manages the contracts. The following imaging applications are covered under these contracts:

Document Conversion and Electronic Storage  
 Electronic Document Management  
 Administrative Correspondence Workflow  
 Clinical, Biological, Radiological Image Processing

The contract is partitioned into three Technology Functional Areas (TFA's). Note that not every IW2nd prime contractor has been awarded a contract that offers the three TFA's specified below:

- TFA 1 - Business Imaging Applications
- TFA 2 - Medical Imaging Applications
- TFA 3 - Scientific/GIS Imaging Applications

All twenty-four IW2nd contractors have the same Statement of Work (SOW).

**6. Contract Type**

State the contract type of contemplated (FFP)

**7. Place of Performance**

Specify whether work is to be performed at the contractor site or at a Government Site.

**8. Period of Performance**

State the total number of calendar days after the Task Order award necessary for performance. State, if the task order is to be awarded with a base period and options. If the task order is to be awarded and funded in phases state the base obligation period and phase funding periods.

**9. Deliverables/Delivery Schedule**

Describe precisely the items to be delivered, both during the period of performance and at completion of the task order. Describe the schedule either in terms of calendar days from the date of Task Order award or in calendar days when other projects or program elements are dependent on the delivery (e.g., 10 calendar days after draft plan is approved).

**EXAMPLE:**

SOW TASK #	DELIVERABLE TITLE	#CALENDAR DAYS AFTER TO AWARD
1 Task Order Technical/Management Approach		Draft - 15, Final - 30
2 Status Report		Monthly, on 10th calendar day (Continue as needed document all deliverables)

**10. Security**

Describe the IT security required for the specific work to be done.

**11. Government Furnished Equipment (GFE)/ Government Furnished Information (GFI)**

Identify any GFE and/or GFI and any limitations that will be provided to the contractor.

**12. Packaging, Packing, and Shipping Instructions**

At a minimum, the SOW must state that the contractor shall ensure that all items are preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier and to ensure safe and timely delivery at the intended destination. All data and correspondence submitted shall reference:

- 1.The IW2<sup>nd</sup> Task Order Authorization Number
- 2.The NITAAC Tracking Number
- 3.The government end user agency
- 4.The name of the COTR

Containers shall be clearly marked as follows:

- 1.Name of contractor
- 2.The IW2<sup>nd</sup> Task Order Authorization Number
- 3.The NITAAC Tracking Number
- 4.Description of items contained therein
- 5.Consignee(s) name and address

State special requirements if they exceed these requirements.

### **13. Inspection and Acceptance Criteria**

At a minimum, the SOW must state a Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery. State special requirements if they exceed the contract requirement.

### **14. Accounting and Appropriation Data**

Specify customer's standard funding documentation (e.g., Common Accounting Number etc.). A statement must be made that funds are available for this task order or will become available prior to award. If funds are to be provided from the next fiscal year a statement that the task order is subject to availability of funds must be made in the task order request.

### **15. Other Pertinent Information or Special Considerations**

Include any special considerations or unique requirements necessary to accomplish the task order (e.g., specialized experience with UNIX etc.) and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the task order. As appropriate, this section needs to contain:

- 1.Identification of possible follow-on work that may result from completion of this task order.
- 2.Identification of potential conflicts of interest (COI's) that may influence which contractors should be awarded the task order. (See Far 9.501)
- 3.Specify procedures for reduction of fees or for reductions in the price of the task order when services are not performed or do not meet task order requirements.
- 4.Use measurable performance standards (i.e., in terms of quality, timeliness, quantity, etc.) and include performance incentives where appropriate.

### **16. Post-Award Administration**

Discuss monitoring and milestones to be used for evaluation of Prime Contractors progress.

Discuss any formal management systems to be used to monitor the Prime Contractor. Delineate the timing of periodic status reports. Include the requirements for Past Performance Evaluations to be completed at least annually and at the end of the task.

### **17. Evaluation Criteria**

List the evaluation criteria for this SOW. At a minimum the criteria must be list AND DESCRIBE the following criteria:

- 1.Past Performance
- 2.Technical/Management Approach
- 3.Cost/Price

A statement must be made regarding the relative importance of each evaluation criterion. This may be accomplished though the use of an adjective description or the assignment of weights, at the discretion of the customer.