

PERFORMANCE-BASED ACQUISITION: PREPARING WORK STATEMENTS

SYNOPSIS

Service contracts have been widely criticized for being plagued by cost overruns, delays, and other problems. Performance-based contracting is increasingly being invoked as a means of overcoming these problems and ensuring value for money. Does the approach live up to its promise? It can — if it is properly employed.

This course demonstrates how to lay a solid foundation for any service contract by establishing a sound performance-based approach from the start. You'll learn the critical steps to take in procurement planning and request for proposals preparation to implement the performance-based approach.

Emphasizing preparation of a performance-based work statement, the course focuses on the use of draft solicitations; team development of the work breakdown structure and task identifications; conversion of cost-plus requirements to fixed-price; use of incentives, deductions and penalties in connection with performance goals; and application of specific cost and performance measurement techniques, quality assurance surveillance plans and quality-related evaluation factors. You'll learn to incorporate proven best practices in performance-based service contracting, and you'll tackle issues in a hands-on environment emphasizing real-life, in-the-workplace skills.

If you are responsible for obtaining, pricing or administering service contracts, this course will help you achieve results. Our instructors have developed and managed performance-based contracts for both the government and industry. Their ability to teach the procedures and techniques required for performance-driven contracting will give you the perspective and detailed guidance you need to make this approach work for you.

LEARN

- Write performance work statements that clearly describe your requirements
- Establish measurable, realistic standards of performance
- Develop clear and solid evaluation factors that are tailored to the acquisition
- Use incentives and penalties to your advantage
- Use strategies, criteria and advantages for converting cost-plus requirements into fixed-price requirements
- Develop and manage the PBA team — who should be involved, work breakdown and task identification
- Evaluate performance results against performance standards

This course uses digital materials.

TOPICS

POLICY ON CONTRACTING

- OFPP Requirements
- Performance-Based Contracting
- Specifications and Work Statements
- Procurement Planning
- Contract Interpretation
- Teamwork In Performance-Based Contracting
- Elements In Performance-Based Contracting
- Draft PWSS And RFPS
- Pre-Solicitation Announcements
- Holding a Pre-Solicitation Conference

TEAM APPROACH

- Top Management Approach
- Internal Team
- Program Manager
- Contracting Officer
- Technical and Engineering Personnel
- Contract Administrator
- Budget and Legal Personnel

MARKET RESEARCH AND ANALYSIS

- Previous Sources
- Industry Marketing
- Sources Sought
- Informational Requests for Proposal
- Job Analysis
- Work Analysis
- Analyze the Requirement
- Develop the Work Breakdown Structure
- Performance Analysis
- Develop Performance Standards
- Determine Acceptable Quality Levels
- Identify Incentives
- Create a Performance Requirements Summary
- Evaluation Analysis
- Establish Performance Measurements
- Cost Estimation

INCENTIVES AND

DEDUCTIONS PENALTIES

- Fixed-Price and Cost-Type Contract Implications
- Goals vs. Performance Indicators
- Application to Objective and Subjective Measurement Standards
- Myths
- Best Practices — OMB's Seven Step Guide
- Innovations

WRITING THE PERFORMANCE-BASED WORK STATEMENT

- Do's and Don'ts
- Application of Performance-Based Goals
- Typical Problems With PWSS
- Steps In Preparation
- Legal Writing Requirements
- Active Voice Statements
- Task-Oriented Statements
- Clear, Concise Wording
- Precise Terms
- Measurement of Outputs

THE QUALITY ASSURANCE PLAN

- Elements
- Examples
- Application

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