

Attachment A

STATEMENT OF WORK/SPECIFICATION WRITER OFFICE OF THE CHIEF TECHNOLOGY OFFICER

Contractor shall serve as a statement of work/specification writer for the Government of the District of Columbia, Office of the Chief Technology Officer. Duties shall include:

1. Providing timely, effective and responsible analytical support to requirements generators and activity managers for multiple or simplified acquisitions based on a working knowledge of various procurement regulations and policies;
2. Developing a requirements definition or statement of need, assisting the program office in conducting market research to determine availability of commercial competition;
3. Serving as an acquisition project advisor translating customer requirements into proper acquisition language and format;
4. Providing assistance to customers in the analysis, evaluation, development of preparation of statements of work or specifications for acquisition of commercial and noncommercial supplies and services. Developing performance requirements and criteria into a Statement of Work (SOW) or Performance Work Statement (PWS) to include data requirements (e.g., workload, equipment, materials, and supplies), technical evaluation factors and criteria, and quality assurance provisions, assessing capability of performance, identifying risks and trade-offs, and assisting in developing source selection procedures;
5. Identifying applicable conditions, assumptions, and constraints; baseline costs and Independent Government Cost Estimates (IGCE);
6. Assisting program office in conducting thorough and effective market research techniques to identify customers preferences and industry trends, and researching and consolidating data interpreting marketing factors; and
7. Soliciting input from technical and functional experts to determine the contract requirements to be surveilled and the method of surveillance to be used for each requirement.

In order to avoid actual conflicts of interest as well as the appearance of such conflicts, during the period of performance of the contract, the selected Contractor shall be ineligible for the award of any contract solicited on behalf of the Office of the Chief Technology Officer, as well as any contract solicited on behalf of any other District government agency that must be programmatically approved by the Office of the Chief Technology Officer, with the exception of procurement-related services. In

addition, the Contractor shall also be ineligible for the award of any contract that results from a statement of work that the Contractor has participated in formulating for the Office of the Chief Technology Officer, regardless of the period of time between the statement of work services being performed by the Contractor, and the resultant contract solicited and awarded.