



CHECKLIST OF COMMON MISTAKES

Statement of Work (SOW)/Performance Work Statement (PWS)

- Ensure that tasks or performance requirements are within the contract scope.
- If meetings and conferences are specified, ensure that they are clearly defined in the SOW or PWS and that the estimated costs for such meetings and conferences are included in the IGCE.
- If performance necessitates contractor travel, list the locations, duration and number of trips in the SOW or PWS.
- State the period of performance as the number of calendar days after TO award unless the tasking is inextricably linked to an event or date.
- Ensure that the Delivery Schedule contains outcome-based deliverables (not just management plan or status reports).
- Ensure that the Delivery Schedule specifies due dates (not "as required," "TBD" or "at Government request"). Acceptable specifications include:
 - ✓ Number of calendar days after TO award
 - ✓ Number of calendar days after TO award (i.e., a date range)
 - ✓ Number of calendar days prior to/after (event)
- Ensure that Government-furnished documents are available. If available at a web site, list the URL here; if not, obtain electronic copies so that the information can be released concurrent with the task order award.
- Ensure that a package submitted as a task order modification includes a SOW or PWS that is marked with strikethroughs and underlines to indicate changes.

Independent Government Cost Estimate (IGCE)

- Ensure that the IGCE figures for ODCs are traceable to a requirement in the SOW or PWS.
- Ensure that the DITCO fee is included as appropriate.

Funding

- If DISA-funded, has the package been released by the RMO and certified by the Accounting Office?
- If this is a non-DISA package, has funding has been certified?
- Ensure that the funding document indicates a "Funds Expiration Date" or a "Funds available through" date.

HELPFUL HINTS

- Ensure that you have completed the mandatory Task Monitor (TM) training. The "COR Mentor Course" is one of the approved training courses available, and it can be accessed at <http://www.faionline.com>. If training has already been completed, remember that you must take an annual refresher course (**DISA Customers Only**) (see Chapter 1, Paragraph 15 of the DGS Task Order Guidelines).
- If you are a non-DISA customer, ensure that you have followed your own Agency's policy concerning TM training requirements.