

**Headquarters
Policy Flash**

FLASH 2001-22

DATE: August 30, 2001
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-51
Office of Procurement and Assistance Management

SUBJECT: New Acquisition Guide Chapter

SUMMARY: A new section to Chapter 37 is being added to the Acquisition Guide to include guidance and instruction on the development of Performance Work Statements.

The Administration has identified a number of actions to make the government more results-oriented. One of these is to increase use of performance-based contracts. For Fiscal Year 2002, the Department has committed to the following targets:

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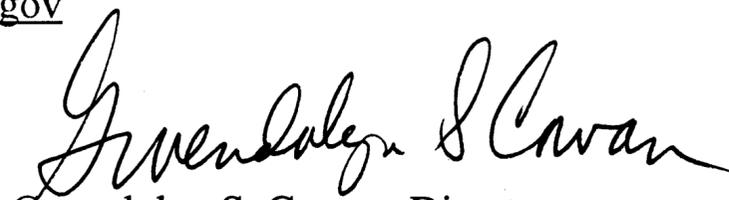
- ◆ 60% of total service contracting dollars (over \$100K) will be obligated as performance-based services contracts; and
- ◆ 66% of total eligible new service contract actions (over \$100K) will be performance-based contracts.

To assist contracting activities in using performance-based concepts, guidance is being provided on the development of performance work statements, including critical acquisition planning considerations. The new Guide section provides information such as how to perform a job analysis, how to write a performance work statement and performance analysis, and what should be in a quality assurance surveillance plan. Sample performance work statements are also provided as tools to assist in the preparation of project specific work statements.

Note: The Performance Based Contract Guide referenced in Chapter 71 of the acquisition guide was developed for specific use with Management and Operating contracts. However, use of this guide in the Service contract environment is not precluded.

The Guide is available online at our Professionals Homepage link under Procurement at www.pr.doe.gov

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cc: PPAG Members