

Chapter 3 – Appendix A

Statement of Work

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[Sponsor Name]

Ports and Waterways Safety Assessment

1.0 PURPOSE AND SCOPE

- 1.1 The [sponsor] requires administrative, technical writing, and workshop facilitation support for the purpose of conducting a Ports and Waterways Safety Assessment (PAWSA) workshop. All work accomplished in conjunction with this project shall be closely coordinated with the [sponsor's] Technical Project Manager (TPM) and local representatives in the waterway to be assessed. A [sponsor] representative shall serve as a member of the facilitation team for the PAWSA workshop.

2.0 APPLICABLE DOCUMENTS

- 2.1. Any [sponsor] documents or electronic files needed to complete work under this delivery order shall be made available through the TPM.

3.0 REQUIREMENTS

- 3.1 The contractor shall review the PAWSA Workshop Guide. Based on that review, the contractor shall make recommendations to the TPM for modifications to the procedures to be used for this specific PAWSA workshop. Upon approval by the TPM, the contractor shall make any required changes to workshop materials, including briefing slides, documents included in the participant folders, assessment books, and associated electronic files.
- 3.2 The contractor shall arrange all logistics necessary to hold a PAWSA workshop in [waterway to be assessed] on [dates that workshop will be held]. This includes contracting for commercial facilities and services appropriate to a professionally run workshop. Meeting facilities shall be of sufficient size to accommodate XX participants, XX observers, plus the facilitation team. The contractor shall plan for a Pre-workshop Meeting with [sponsor] to discuss progress of workshop logistics. The contractor shall plan for the PAWSA workshop to be two full days in duration. Logistics coordination includes: arranging for meeting rooms, audiovisual equipment, hotel rooms for the facilitation team, and miscellaneous hotel services (copying, facsimile use, etc.). The contractor shall not represent the [sponsor] during this process. The TPM shall approve all logistical arrangements made by the contractor prior to the contractor executing a contract with the commercial meeting facility. The [sponsor] shall bear all financial responsibility (i.e., interest and penalties assessed) if the workshop is rescheduled or cancelled.

- 3.3 The contractor shall provide staff, computer hardware, and software necessary to conduct the workshop and record both qualitative and quantitative risk assessment discussions and other inputs. The [sponsor] representative shall provide a background briefing to the participants, the contractor shall introduce the Waterway Risk Model and lead the participants in discussing risk levels, existing mitigations, and desired additional interventions with respect to each factor in the model. During those discussions both qualitative and quantitative data is to be captured for inclusion in the PAWSA Workshop Report.
- 3.4 On the second day following the workshop, the contractor shall conduct a briefing for the [sponsor], local host, and other senior people in the port. At that briefing, the contractor shall deliver the completed workshop critiques to the [sponsor] as well as provide a comprehensive analysis of those critiques. Within XX business days following the workshop, the contractor shall deliver an electronic version of the PAWSA Workshop Report in draft form to the [sponsor] and the [sponsor's] representative. The PAWSA Workshop Report shall summarize the PAWSA proceedings, including specific risks identified, existing mitigations, desired new mitigations, and the results of all quantitative evaluations. The report shall also provide a summary of the results targeted to senior managers in the [sponsor's] chain of command and other agencies and also recommend additional risk mitigation strategies for the [sponsor's] and stakeholders' consideration based on contractor experience with similar risks on other waterways. The [sponsor] and the TPM will review the draft report for accuracy and provide comments to the contractor within XX days of receipt. Within XX business days after receipt of comments from the TPM, the contractor shall incorporate those comments and deliver a final PAWSA Workshop Report to the [sponsor] and the TPM via email attachment.

4.0 DELIVERABLES AND SCHEDULE

- 4.1 The following is the proposed schedule for this effort:

Timeframe	Action
Within XX days of Delivery Order award	Hold kickoff meeting with [sponsor] TPM
XX-XX days before workshop	Hold Pre-Workshop Meeting between lead facilitator and [sponsor]
[Dates]	Conduct PAWSA workshop
XX business days following workshop	Deliver draft PAWSA Workshop Report
XX days after comments receipt	Deliver final PAWSA Workshop Report

- 4.2 The period of performance for this delivery order shall be from date of award through [period of performance end date].