Government Procurement Services
GPS - Directing You To Success

September 2017

This newsletter is published on a monthly basis to provide relevant information to government purchasing and contracting professionals regarding public procurement and contracting topics. Hope you enjoy!

In This Issue

Statement of Work or Scope of Work?

Question of the Month

Current Training Schedule

Statement of Work or Scope of Work?

Scope of Work   Statement of Work (SOW)

These two phrases have confused a lot of people over the years. Often times they are used interchangeably. The National Institute of Governmental Purchasing (NIGP) recently issued guidance for distinguishing between the two. According to NIGP, the definitions are as follows:

"A **scope of work** is developed at the beginning of the procurement cycle and is a written description of the entity's needs and desired outcomes for the procurement and becomes the basis for any resulting solicitation. The scope of work helps to ensure that the product or service meets the stated outcomes and establishes the parameters of the resulting contract.

A **scope of work** must provide sufficient information for the supplier to:

2017 Workshop Prices:
$300 (1-day)
$515 (2-day)
Group Discounts Available

Agile Project Management

October 6, 2017
Austin

Communications & Stakeholder Management in Projects & Contracting

October 5, 2017
Austin

Essentials of Contract Management

Sept. 27-28, 2017
Houston

- Determine whether the solicitation aligns with their business.
- Decide whether responding to the solicitation is profitable and worth the effort.
- Determine whether they can submit a responsive and responsible offer.

A **statement of work** is a written description in the contract detailing performance expectations and deliverables between the contracting parties. After a supplier is selected, the statement of work becomes the basis for the contract and must provide sufficient information to:

- Meet the entity's needs and achieve successful outcomes.
- Describe and define the expectations of the parties.
- Set price and payment schedules.
- Mitigate or avoid disputes."

[Read the full article](#)

Question of the Month

QUESTION:
I keep hearing about "Agile Project Management" and I see you have a class next month on Agile. Can you tell me a little more about Agile?

ANSWER:
Of course. Agile is the newest approach to project management and is becoming very popular for information technology (IT) and other projects.

Previously used project development methodologies used versions of traditional project management (sometimes called waterfall) which requires definition of the scope before cost and schedule are determined. This approach was not usually receptive to changes once work commenced.

Schedule Management in Projects & Contracts

November 17, 2017
DFW

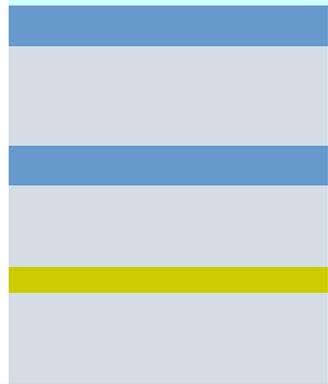**Scope Management in Projects & Contracts**

November 16, 2017
DFW

Specification Writing

November 8, 2017
Houston

Using Request for Proposals

Oct. 10-11, 2017
DFW

Nov. 14-15, 2017
Austin

Agile methodologies do not force complete scope definition before work starts and hence one main reason for their popularity.

In a recent article on **federalnewsradio.com,** "the Office of Management and Budget reported that more than half of federal agencies use Agile in their IT development efforts. The benefits of Agile development are powerful; an effective Agile approach brings innovation as development takes place, moves more quickly than other approaches, and rarely produces a solution that an agency finally rejects and discards."

We have an upcoming one-day class in Austin on Agile Project Management. It covers the basics of Agile including the Agile mindset and principles, value-driven delivery, stakeholder engagement, self-empowered teams, adaptive planning, problem detection and resolution, and continuous improvement.

The class is taught by Dr. Aaron DeWispelare, who is a certified Project Management Professional, Agile Certified Practitioner, Certified Acquisition Manager, and a Registered Professional Engineer.