CWO Procedure

1.0 CTM submits Statement of Work (SOW) in Word Format via email to Acquisitions and Places Requisition in the system.

2.0 Acquisitions/Negotiator creates a CWO/RFP in Word Format which is sent to Contractor via E-mail.

- 2.1 The SOW shall include:
  - 2.1.1 Contract Number
  - 2.1.2 JPL Account Number
  - 2.1.3 NASA Task Order Number
  - 2.1.4 Name of Cognizant Engineer
  - 2.1.5 Date SOW generated
  - 2.1.6 Start Date of Task
  - 2.1.7 End Date of Task

3.0 Contractor submits cost elements breakdown form (within 72 Hours) to Acquisition/Negotiator and CTM via email.

4.0 Acquisition/Negotiator sends proposal via email to Cognizant Engineer and CTM administrator.

5.0 Engineer completes Technical Evaluation Form and submits to Acquisitions via email.

6.0 Acquisitions/Negotiator reviews Technical Evaluation and Proposal for reasonableness.

7.0 Acquisition puts CWO into system and generates final CWO package

8.0 CWO sent to CTM for signature.

9.0 CTM signs CWO and sends to Acquisitions.

10.0 Acquisitions/Negotiator signs CWO. Contractor is authorized to start work.

11.0 CWO sent to Contractor for signature.