

**CONTRACT WORK ORDER PROCEDURE  
(FIXED PRICE)**

**A. DEFINITION**

1. A Contract Work Order (CWO) is a document issued by JPL to define and authorize a contractor's specific effort in implementing work under the basic contract.
2. A CWO Supplement is a document issued by JPL which modifies or terminates an active CWO. Each supplement bears the number of the original CWO, followed by a "dash" number (e.g., -1, -2, -3, etc.), as appropriate.

**B. PROCEDURE**

1. CWOs will be issued on a CWO form.
2. All CWOs issued will:
  - a. Be on the prescribed form and numbered consecutively.
  - b. Describe the task to be performed.

**C. AUTHORIZATION**

1. All CWOs and supplements will be issued by the cognizant JPL Contract Negotiator.
2. On receipt of a CWO, the Contractor will propose on a fixed price basis, the required task in terms of labor category man hours and cost.

The Contractor shall:

- a) Return the CWO with all proposal information to the cognizant JPL negotiator.
  - b) Once the proposal is received, negotiations will commence, if necessary, until agreement is reached between the parties.
  - c) After an agreement is reached, the CWO will be funded, executed by JPL and returned to the Contractor to commence work.
3. All CWO Supplements will be handled by the Contractor and JPL in the same manner as an original CWO.

**D. LIMITATION OF OBLIGATION**

The following provision shall apply to each Contract Work Order (CWO) issued under this Contract.

The Institute shall not be obligated to pay the Contractor any amount in excess of the CWO total funded amount set forth on each CWO. Further, when an incrementally funded CWO is utilized and the Contractor has exhausted the available funding, the Contractor shall not be obligated to continue performance of the work described in such CWO until JPL issues a written CWO Supplement increasing the total funded amount.