

Office of the Chief Information Officer FM/EUS Statement of Work		
COTR	Task Title	Task Manager
Tom King 305-8999	Technical Writing/ Document Development	Joan Axilbund 305-8929

1. BACKGROUND

The Trademark Systems Division (TSD) of the Office of Chief Information Officer (OCIO) develops and supports the automated systems used by the Office of Trademarks. As part of the development effort, documentation meeting the standards of the OCIO must be prepared. The assistance of a technical writer is required to accomplish this task.

2. STATEMENT OF WORK

Project Documentation - Contractor shall prepare documentation in support of projects which consist of both commercial off the shelf (COTS) software and government developed software. The target audience for most of the documents will be technical personnel employed by PTO. The Contractor shall develop this documentation using software approved by the Office and shall follow the format specified by the Technical Standard Guidelines issued by the OCIO. The documentation will be reviewed by the OCIO Technical Review Board (TRB) members at scheduled meetings.

3. GOVERNMENT FURNISHED MATERIAL

Contractor shall provide all hardware and software required for use in production of this task order.

4. LEVEL OF EFFORT

The government's best estimate for the level of effort required to complete or assist in the completion of the documentation is approximately 40 hours per document. This estimate can vary based on complexity and scope of the document. All hours are based on historical trends of producing similar publications, documents, and services performed by PTO personnel.

Every project developed under the OCIO's Life Cycle Methodology (LCM) requires documentation throughout the process. Under this task order the technical writer will assist the developers in preparing the documentation and products for presentation, such as Power Point slides, before the Technical Review Board.. The technical writer will be responsible for the final format of the document; however, the development staff (TSD personnel) will be responsible for the final content of the documents.

5. PLACE OF PERFORMANCE

Work shall be performed at the contractor's office.

6. SCHEDULE OF DELIVERABLES

All paper deliverables shall be hand delivered to the PTO Task Manager or, in her absence, the COTR. An electronic copy of all deliverables will be delivered to the COTR and PTO Task Manager. Due dates are expressed as the number of business days from the task order execution date (TOED) or number of days prior to Technical Review Board meeting.

Deliverables		Due Date
Meeting	Introduction of staff and negotiation of work schedule	No later than TOED + 5
Progress Meeting	Preliminary progress of document delivered electronically	5 business days before distribution to TRB members
Deliverable of Final Draft	Final draft delivery of any given publication, delivered electronically and in hard copy (B&W acceptable).	1 business day prior to TRB meetings

Technical reviews will be conducted as requested by the COTR, by the PTO Task Manager, or by the Contractor.

7. APPLICATION FOR INFORMATION SYSTEMS LIFE CYCLE MANAGEMENT (AIS-LCM)

AIS-LCM guidelines shall be followed under this task order. The projects being developed are following these guidelines. Documentation will conform as much as possible to these guidelines.