



THE WOLVERINE GROUP

Federal Acquisition Tools

SOW / PWS Builder

User Guide · Version 2.1 · October 2026

Getting Started & Reference

Turn Scope Decisions into a Structured Draft SOW or PWS

A free, browser-based tool that walks a program office through the scope decisions that drive a requirement, then assembles a structured draft Statement of Work or Performance Work Statement — aware of the Revolutionary FAR Overhaul (RFO) and Executive Order 14402. Version 2 was stress-tested through a rigorous independent audit and hardened as a result.

WHAT THIS GUIDE CONTAINS

- What the builder does, and the five acquisition domains it adapts to.
- How the screen is laid out — the nine steps, the workspace tabs, and the status chip — so you always know where you are.
- A 60-second quick start and a step-by-step walkthrough of every screen.
- What you get: one requirement document plus separate, clearly marked workpapers.
- What is new in Version 2 — every improvement the audit produced.
- Tips, troubleshooting, and answers to the questions the tool most often raises.

HOW TO USE THIS GUIDE

- New here? Read Section 1, then follow “Start in 60 seconds” in Section 3 with the tool open.
- Returning from v1? Read Section 5, “What is new in Version 2,” for what changed.
- Stuck on a screen? Section 6 has a troubleshooting FAQ that answers the common confusions.
- Every regulatory reference is dated. The RFO model text changes often — verify at the source before any solicitation release.

1. What the Builder Does

The builder converts your acquisition-strategy and scope decisions into a properly structured requirement document. You make the decisions; the tool assembles the draft, selects the right sections for your work,



and attaches the correct regulatory references for the regime you are operating under. It adapts across five domains, each of which reshapes the questions, the derivation logic, the citations, and the assembled sections.

1.1 The five domains

Domain	What it changes
IT / Systems	Build-vs-buy, integration, migration, automation, and service-desk workload.
Services (non-IT)	Program-support and O&M framing, with a Service Contract Labor Standards (SCA) check.
Construction	FAR Part 36, Davis-Bacon wage determinations, a magnitude range, Miller Act bonding, FAR 52.246-12 inspection, EM 385-1-1 when it applies, and site protection (52.236-7 / 52.236-9). Runs on its own period and completion milestones — not base/option years.
Architect-Engineer	Brooks Act qualifications-based selection and SF-330, with a design-fee ceiling of 6% — or 10% only for the Departments of the Army, Navy, or Air Force, chosen with an explicit selector.
Research & Development	FAR Part 35 structure, rights in technical data, and level-of-effort vs. a defined deliverable.

1.2 Regulatory awareness

Select codified FAR or the RFO, and every citation re-resolves accordingly. The EO 14402 fixed-price gate flags covered contracts and surfaces the FAR 16.104 justification path, with preloaded agency-head approval thresholds. You enter the agency's class-deviation number yourself; the tool never guesses which instrument governs your action.

1.3 The firewall

Staffing (FTEs and SOC codes), CLIN structure, and any FAR 16.104 justification **never enter the requirement body**. They are produced as separate, clearly marked workpapers, because a requirement is described in terms of results — not the number of people (FAR 11.002; for a PWS, FAR 37.602(b)(1)). Because the export reads only the document, that separation is structural, not something you must remember.

2. How the Screen Is Laid Out

2.1 The nine steps

The left rail lists nine steps. You unlock each one by completing the step before it.

Step	What it does
1 • Regulatory regime	Codified FAR or RFO, agency, class-deviation number, and the requirement title.



Step	What it does
2 · Strategy intake	Domain, SOW vs. PWS, contract type, commercial determination. The EO 14402 gate appears here for non-fixed-price.
3 · Mission & model	Delivery model, coverage hours, and geographic scope.
4 · Scope detail	The questions specific to your domain. The A-E fee ceiling is set here.
5 · Workload & scale	Volume, workload, or site scale that drives the derived staffing.
6 · Structure & oversight	Period/milestones, CLIN preference, quality & reporting, key personnel, place of performance, appendices, and the security intake.
7 · Derived staffing	Click “Derive staffing” to see the estimate. It is a workpaper, never part of the document.
8 · Decision summary	A final review of framing and defaults. Click “Approve & assemble” to generate.
9 · Document & handoffs	Tabs: Document · Staffing handoff · CLIN handoff · 16.104 justification (covered only) · Authorities · Preflight.

2.2 The status chip and the document tabs

- **The status chip** (top-right) shows where you stand: Incomplete → In progress → **“Draft — N to complete”** → Preflight passed. It reads “passed” only when no bracketed placeholders remain.
- **The Document tab** (Step 9) holds the requirement, organized by named sections; the Export and Print buttons sit in its toolbar.

3. Getting Started, Step by Step

3.1 Start in 60 seconds

- **Open the tool** in any modern browser. Nothing installs, and nothing you type leaves your computer.
- **Set the regime and agency**, and give your requirement a title.
- **Answer the guided questions** — domain, SOW vs. PWS, contract type, then the scope questions.
- **Review the decision summary** and click “Approve & assemble document.”
- **Export to Word (.docx) or PDF**. Use “Save draft” to resume later.

TIP

You do not have to finish in one sitting. “Save draft” downloads a small file; “Load” picks up exactly where you left off.

3.2 Steps 1–2 · Set the ground rules



Pick your regime first — it drives every citation. Enter your agency and, for RFO, your class-deviation number. Then set the domain, SOW vs. PWS, contract type, and commercial determination. If you choose anything other than firm-fixed-price, the **EO 14402 gate** appears: it flags the contract as covered, checks your estimated value against your agency's agency-head threshold, and prepares a FAR 16.104 justification stub as a separate workpaper.

3.3 Steps 3–6 · Describe the work

Answer the scope questions; each has a visible effect in the summary. Step 6 is where you set the period (or, for construction, the **NTP and substantial/final completion milestones**), the CLIN preference, reporting cadence, key personnel, the **place of performance and appendices** (typed exactly as they should read), and the **security intake** — whether FCI, CUI, or classified work is in scope.

3.4 Steps 7–9 · Confirm staffing, approve, export

Click “Derive staffing from decisions” and adjust any line — it is a workpaper. Review the summary and click “Approve & assemble document.” In the Document & handoffs workspace, read the requirement, then export to Word (.docx) or PDF, and copy the workpapers from their own tabs.

GOOD TO KNOW

Change any input after approving and the tool clears the approval and the generated document, then asks you to re-approve — so an out-of-date draft can never be exported by accident.

4. What You Get

4.1 One requirement document

A properly structured SOW or PWS with the right sections for your domain, populated from your answers, with clearly marked placeholders everywhere a person still has to decide.

4.2 Separate workpapers

A staffing handoff (for the independent cost estimate), a CLIN handoff (for Section B of the solicitation), and, when applicable, the FAR 16.104 justification stub. Each is labeled as an internal workpaper and kept out of the requirement document.

4.3 A genuine Word (.docx) file

The Word export is a real .docx — real heading styles, a table of contents, and page numbers — not HTML renamed. Open it in Word, choose “Update field” if prompted to populate the table of contents, and complete the bracketed placeholders.

5. What Is New in Version 2

Version 2 was hardened through an independent audit. The improvements you will notice:

- **Genuine Word (.docx) export** with real styles, a table of contents, and page numbers.



- **Construction rebuilt:** its own period and completion milestones (NTP, substantial, final), FAR 52.246-12 inspection (no QASP/AQL for construction), EM 385-1-1 only when it applies, and site-protection clauses — with no IT-style questions in the way.
- **Architect-Engineer fee:** an explicit “military department?” choice sets the 6% or 10% ceiling, so it is never guessed from a name.
- **Security on demand:** FAR 52.204-21 for FCI; DFARS 252.204-7012 + NIST SP 800-171, or your agency's CUI policy, for CUI; a DD Form 254 (32 CFR Part 117) only when classified.
- **Honest readiness:** the status chip reads “Draft — N items to complete” until every placeholder is resolved; it never calls an unfinished draft ready.
- **Correct citations and math:** key-personnel references use the applicable agency clause; the safety officer SOC, A-E fee, 24/7 coverage factor, and construction inspection are all corrected.
- **Your inputs are honored:** the place of performance and appendices you type appear verbatim, and the Authorities tab is populated and links to each real source.

6. Tips, Troubleshooting & FAQ

6.1 Good practice

- Work in a private/incognito window against the live link, so you are always on the published version.
- Keep one canonical file. Always edit from the latest published copy, not an older download.
- The RFO model text moves; verify every citation at the source before any solicitation release.

6.2 Frequently asked

Q. The status chip says “Draft — N to complete.” Did something go wrong?

A. No — that is correct and honest. Every generated document has bracketed placeholders (dates, GFP, points of contact) a person must complete. The chip reads “Preflight passed” only once none remain.

Q. My document was ready, then the status reset. Why?

A. You changed an input after approving. The tool clears the approval and the generated document on purpose, so a stale draft cannot be exported. Return to Step 8 and click “Approve & assemble” again.

Q. The A-E fee shows 6% but I expected 10% (or vice-versa).

A. The 10% ceiling applies only to the Departments of the Army, Navy, or Air Force. Set the “military department?” selector in Step 4 (Basis of fee); the ceiling and dollar cap update immediately.

Q. In a construction requirement, where is the transition question?

A. Construction does not use one. It has its own Period of performance & completion milestones (NTP, substantial, final) in Step 6 instead.

Q. The Word file will not open, or asks to repair.

A. Make sure you clicked “Export Word (.docx),” not Print. The .docx export needs a brief internet connection to build; if you are offline, use Print / Save PDF, then export the .docx when you are back online.

Q. The Authorities tab looked empty.



A. It populates once you have generated a document. In codified mode it lists the FAR authorities with the current FAC stamp; in RFO mode, the RFO authorities — each linked to its real source.

7. The Fine Print

7.1 What it is not

- An **independent drafting aid** — not an official Government system, and not legal or contracting advice.
- A **contracting officer owns the document**. The tool structures and cites; it does not decide, and it is not a compliance verdict.
- Generated documents contain **marked placeholders**. Complete and verify every one before release.

7.2 Keeping the content current

The RFO model text changes often, so the tool is dated rather than evergreen. Every RFO citation shows an “as of” stamp, and the footer shows the tool version and the date of the last regulatory review. The Wolverine Group reviews the regulatory content quarterly and records each review in the change log (`MAINTENANCE.md`) in the source repository. Confirm the current text at [acquisition.gov/far-overhaul](https://www.acquisition.gov/far-overhaul) before release. If you find something stale, that is the most useful feedback you can send.

7.3 Credit & license

Built on the open-source federal-contracting framework by **James Jenrette — 1102tools.com** — which contributed the decision-tree logic and the staffing/CLIN firewall design. Released under the MIT license and maintained independently by The Wolverine Group, Inc.

7.4 Get the tool

- **Live tool:** <https://jaimegracia2821.github.io/SOW-PWS-Builder/>
- **Tool page:** <https://wolverine-group.com/tooling-pws-builder.html>
- **Source & license:** <https://github.com/jaimegracia2821/SOW-PWS-Builder>
- **Questions or feedback:** Jaime Gracia · The Wolverine Group, Inc.

FREE FOR THE FEDERAL ACQUISITION COMMUNITY

Share it, host it, and adapt it under the MIT license.