

Developing and Using Scope Descriptions

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What is a Scope Description?

A “**Scope Description**” is a (written) representation or account of a _____, _____, _____, or _____ for the purpose of achieving clearly defined _____ or _____ the parties agree to and are _____ and _____ to _____ to achieve it. (slide 6)

The Two Major Types of Scope Descriptions are:

1. _____ Descriptions (Results = As Intended)
2. _____ Descriptions (Method or Detail = As Indicated)
3. Can both be used without conflict? Is it possible to go too far? (slide 6, 7)

Why are Scope Descriptions Important?

1. _____ of the Contract or Agreement.
2. _____ of Contract (FP, FUP, T&M, Cost, CPFF)
3. _____ bids or proposals not received
4. _____ of proposals not possible
5. _____ performance
6. _____ increased cost
7. _____
8. _____ monitoring or _____ _____ difficult or impossible to enforce

(slide 8)

What the Buyer (you) can do to Improve Scope Descriptions?

Part I – Ask Questions

1. Identify _____ and _____
2. Ensure project or technical representative is _____
3. What _____ are required? Have the correct organizations been involved in Scope Description reviews?
4. _____ or _____ descriptions needed?
5. Over specified is often worse than underspecified.

6Cs: _____, _____, _____, _____, _____.”

_____ (slide 9)

Part II – Review

1. Have _____ been followed.
2. Common issues to contractibility
 - a. _____
 - b. _____
 - c. _____ for performance
 - d. Eliminate _____ and _____
3. Is the scope described
4. How much _____ is being imposed
5. How will price be determined based on the scope description? (slide 10)

Part III – Solicitation Process

1. A fair _____ reduces _____, and increases _____
2. _____ communications increases _____ and _____ risks
3. Contractors want to work _____ and to be _____

4. Then parts are (or can be) _____ than the _____
5. _____ (slide 11)

Writing Mechanics

Verb Tense

Design and Performance Description Writing Styles

Design Descriptions use _____ voice (slide 19)

Performance Descriptions use _____ voice (slide 20)

Common Problems

1. _____ applicable.
2. Too _____
3. _____
4. Not written by _____
5. Mix _____ and _____ provisions unwittingly (slide 21)

Role of Descriptions

1. Constitute one of the _____ documents, together with the _____ and the agreement.
2. _____ instructions.
3. Adjusted by the _____ as having _____ importance than the _____ when in conflict.
4. _____ information depicted on _____ into various _____ sections so that a contractor can generate _____ on the basis of the _____ breakdown of sections (applies to design descriptions only) (slide 22)

1st Law of Description Writing

Say it _____, and only _____ (slide 23).

2nd Law of Description Writing

Be _____, not _____ (slide 24)

Descriptive Language

Avoid: _____

Minimize: _____

Break complex _____ into parts and _____.

Is All-inclusive Phraseology good or bad? (slides 24-26)

Estimating and Pricing

How important is an alignment between the price tables and the scope? (slide 30)