**Defining Deliverables**

***what do I need to know?***

Background

This section identifies what the contractor is to provide NASA and when it is required. Identify only those outputs that are essential. Clearly state which party, NASA or the contractor, will perform each task.

When determining a list of deliverables, these items should not be listed in the SOW or specification, but given to the Contract Specialist as a separate document. The Contract Specialist will include the hardware deliverables as part of a contract clause and duplicating the information in the technical documents can lead to confusion or contradiction.

To ensure all required information is submitted, the following template should be used and submitted with the acquisition package.

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| **Item** | **Description** | **Reference** | **Schedule** | **Delivery Method/Addressee(s)** |
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