

Topic 4 – Statement of Work (SOW)

2.B4.0

Determining the need for a SOW

A department must include a statement of work for all services transactions and for goods transactions when appropriate. A statement of work protects the State and the contractor by identifying and documenting the details of the work to be performed.

2.B4.1 What to include in a SOW?

A statement of work is unique to each purchase document, but usually consists of some or all of the following:

- A detailed statement of the purpose, objective or goals to be undertaken by the contractor.
 - The job classification or approximate skill level of the personnel to be made available by the contractor.
 - An identification of all significant material to be developed by the contractor and delivered to the State.
 - An identification of all significant materials to be delivered by the State to the contractor.
 - An estimated time schedule for the provision of these services by the contractor.
 - Completion criteria for the work to be performed.
 - The name or identification of the contractor personnel to be assigned.
 - The contractor's work hours required to accomplish the purpose, objective or goals.
 - The contractor's billing rates per work hour (as provided in the contract documentation).
 - Cost per deliverable
 - Contractor's total cost.
 - Product specifications
 - Description of when, where product is to be delivered
 - Pallet requirements
 - Delivery personnel requirements
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