**STATEMENT OF WORK (SOW)**

**Project:** [Insert title]

**GENERAL INFORMATION**

1. Scope of Work:

{Provide a brief statement of the overall project, including goals and objectives}

1. Background:

{Provide a general description of the requirement, describing the acquisition history (if applicable), the current environment, and the vision of the future of the requirement. If information technology is a factor, provide pertinent technical facts.}

CONTRACTOR REQUIREMENTS

1. Technical Requirements/Tasks:

{Describe the specific tasks or work the contractor must perform. Provide direction on any specific methodologies.}

* The description of task requirements will depend on the approach that is selected to describe the required effort.
* For a level-of-effort SOW, identify all tasks that must be performed and the hours to be devoted to each task.For a detailed statement of work, describe how the service must be accomplished. It may include precise measurements, tolerances, materials, quality control requirements, and other government requirements that control the processes of the contractor.
* Describe the requirements in a way that permits the contractor personnel to perform the service without direct government supervision. Contractor personnel must not be subject to the supervision and control usually prevailing between the government and its employees. For example, a SOW may permit the government to approve key personnel, but must not permit the government to approve all personnel performing the service. The SOW should also not include words (e.g., “use methods directed by the Contracting Officer’s Representative (COR)") that appear to indicate the government is managing day-to-day operations. Other items to consider:
* Specify requirements clearly so all readers can understand the content.
* Reference only the absolute minimum applicable specifications and standards needed.
* Tailor specifications and other documents.
* Separate general information from direction.
1. **Government Furnished:** {

List any government-furnished support, data, property or facilities. Describe government responsibility for reviewing and approving reports and final products generated under the contract. If the contractor will require access to government facilities, identify the facility location and specific area. Identify any federal holidays or other times when access may be restricted.}

1. **Deliverables / Schedule:**

{All written deliverables shall be phrased in layperson language.}

* Where a written milestone deliverable is required draft format, indicate a completion time for review of the draft formatted deliverable, e.g. within \_\_\_ calendar days from date of receipt. The agency shall also indicate the number of business days the contractor has to deliver the final deliverable from date of receipt of the government’s comments.
* To the maximum extent possible, state requirements in terms of (a) functions to be performed; (b) performance required; or (c) essential physical characteristics. Define in terms that encourage offerors to supply commercial items, or, to the extent that commercial items suitable to meet the agency’s need are not available, non-developmental items. Allow the contractor to devise and propose one or more solutions to satisfy the requirements.

**Sample Text - Tasks and Associated Deliverables**:

Timely submission of deliverables is essential to successful completing this requirement. Schedules for deliverables are specified in Exhibit B. All deliverables shall be prepared and submitted according to format, content, and schedule described in the SOW. All “hard copy” deliverables will be submitted on recycled-content paper, and printed double-sided.

**Sample Text - Reporting Requirements:**

The contractor is required to provide written progress reports {insert frequency, e.g. monthly} for the period {specify contract period or project duration}. The original and {specify number} copies are required. The progress report shall cover all work completed during the specified period and shall present the work to be accomplished during the subsequent period. This report shall also identify any problems that arose and a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved and provide an explanation.

**Example 1**

**Key Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Deliverable** | **Objective** | **Due** |
| **1** | **Proposed Project Plan** | Defining the responsibilities, timeline, risks, and milestones of contract objectives. Ref. Subtask 4.1.3 | No later than five (5) business days after contract award |
| **2** | **Weekly Status Report** | Report documenting tasks & issues weekly. Ref. Task 5.1 | Weekly, every Friday, by 3:00 pm (EDST) unless until the contract expires |

**Example 2**

**Key Deliverables**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Deliverable/****Item Title** | **Description** | **Frequency** | **Reference** | **Delivery Format** | **Due By** |
| **1** | Monthly Status Report | Monthly report documenting tasks and issues identified during the month | Once per Month | Ref. SOO, Page 3, Section 4.2.1, Functional Task | Via email to COR | The 5th day of each month after contract award |
| **2** | Monthly Cumulative BPA Call Order Report | Monthly Cumulative of all BPA Calls issued since date of contract award | Once per Month | Ref. SOO, Page 6, Section 5.1.3, Call Order Report Details | Via email to COR | On the 10th day of each month after contract award |

###### Travel:

###### {Identify any travel requirements, locations involved, number of trips (if known), and duration of anticipated travel. Specify responsibility for travel reimbursement, e.g., the contractor or the Government. If the travel will be reimbursed by the Government, discuss the method of reimbursement, e.g., in accordance with Federal/agency travel regulations. State the Government official authorized to approve contractor travel, e.g., the Contracting Officer or Contracting Officer Representative.}

1. **Contractor’s Key Personnel:**

Describe positions which are considered key to successful performance of the contract and the information required to support key personnel qualifications, e.g., experience which correlates to SOW requirements,, education, and past performance on similar projects. Specify if resumes are required and provide resume format if appropriate.}

1. **Security Requirements:**

{Specify security requirements that apply to the contract performance. Specify the level of clearances required and identify positions that are applicable.}

1. **Data Rights:**

{If data is to be produced, furnished, acquired, or used in meeting contract requirements, delineate the respective rights and obligations of the government and the contractor regarding the use, production, and disclosure of that data.}

1. Section 508 – Electronic and Information Technology Standards:

{When information technology is to be acquired, include language describing Section 508 requirements.}

**Attachment:**

{If applicable, include an Attachment stating Evaluation Factors and significant Subfactors representing the key areas of importance and emphasis to be considered in the source selection decision}