**Statement of Work (SOW)**

**Early Intervention Evaluations Process Management**

[Company Name]

[Street Address]

[City, State Zip Code]

**Date**

# The Statement of Work (SOW) is a document which describes the scope of work required to complete a specific project. It is a formal document and must be agreed upon by all parties involved and ultimately becomes a part of the executed agreement (Contract, PO, etc.). In order to be effective, the SOW must contain an appropriate level of detail so all parties clearly understand what work is required, the duration of the work involved, what the deliverables are, and what is acceptable.

# Introduction/Background

HB 18-1333 required the Colorado Department of Human Services (CDHS) and the Colorado Department of Education to enter into and Interagency Agreement (IA) to study the administration of early intervention (EI) evaluations. EI evaluations refers to evaluations conducted pursuant to the EI program for infants and toddlers under Part C of the federal “Individuals with Disabilities Education Act,” 20 U.S.C. SEC 1400 ET SEQ. An Early Intervention Evaluations (EIE) interagency Workgroup was formed to develop the IA and inform the work of the study. A stakeholder task force (EIE Task Force) was formed and came to consensus on recommendations for the future administration of EI Evaluations and work is ensuing to implement these recommendations.

# Scope of Work

Manage process for implementation of EI evaluations transition including:

* Facilitate ongoing work group meetings between the CDHS and the CDE
* Stakeholder engagement
* Development and submission of recommendations based on the results of the study and stakeholder input
* Participate in EIE Workgroup meetings to ensure collaborative decision making
* Collaboratively partner and engage with multiple stakeholders and other contractors/vendors to complete study and compile the recommendations
* Facilitate communication from EIE Workgroup to external stakeholders
* Manage timelines necessary to complete all activities in order to implement recommendations from the Early Intervention Evaluations Task Force on the future administration of EI evaluations

# Period of Performance

February 1, 2020 through October 31, 2020

# Work Plan

This section should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible. (This part of the SOW should be completed using the provided work plan template and integrated as part of the SOW) [The instructions are in red – please remove the instructions from completed document. General Instructions: Complete the Work Plan Template. All categories must contain content. Additional rows can be added as needed in any section. If awarded, OEC staff will review the contents of the proposed Work Plan table and will contact the Offeror to discuss concerns, revisions, or to request clarification.]

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| **Work Plan** | |
| **OUTCOMES, BENCHMARKS, AND MILESTONES** | |
| **Outcome statement:** | [Instructions: Outcome and Benchmark statements clearly define what the expected changes in attitudes, perceptions, and behaviors will result from the implementation of the program, policy, practice, and/or approach.  A Milestone statement identifies a significant achievement in the first year, to indicate a program, policy, practice and/or approach is on track to meet outcomes.] |

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| **Key Activity A: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
| [Instructions: List & identify the Tasks required to meet the Key Activity of the project. Tasks are tied to a deliverable] | [Instructions: Enter the Date each Task will be accomplished] | [Instructions: Should be tangible and demonstrate the progress or completion by Time Period.] | [Instructions: Items being measured to ensure the results are achieved. Identify and list what will be measured to determine the result has been achieved.] | [Instructions: List the position title of the person responsible for completing the Task.] | [Instructions: Note the Budget Category that aligns with each Task from the Budget] |
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| **Key Activity B: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity C: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity D: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity E: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity F: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity G: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity H: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity I: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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| **Key Activity J: [Instructions = Name of the Activity]** | | | | | |
| **Tasks** | **Time Period** | **Deliverable** | **Measurement** | **Person(s) Responsible** | **Budget Category** |
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# Schedule/Milestones

This section should define the schedule of deliverables and milestones for this project. Milestones, benchmarks and outcomes should be specific, measurable and based on more than simple processes.

**For example:**

A process outcome statement would read like this:

“Agency A will provide services to 150 families by June 30th, 2016.”

A result oriented specific outcome statement would read like this:

“Incidences of reported child abuse in Gunslinger County will be reduced from 6% to 2% per 1,000 children by June 30, 2016.”

**Payment Schedule**

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| **Month** | **Description** | **amount** |
| February 2020 |  |  |
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| **February 2020 Total** | |  |

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| **March 2020** |  |  |
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| **September 2020** |  |  |
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|  | **September 2020 Total** |  |
| **October 2020** |  |  |
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|  | **October 2020 Total** |  |
|  | **TOTAL** |  |

**Acceptance Criteria**

The acceptance of all deliverables will reside with the CDHS Office of Early Childhood (OEC), EI program. The designated program manager will monitor all deliverables in order to ensure the completeness of each stage of the project and that the scope of work has been met. The OEC program manager will either sign off on the approval, or reply to the vendor, in writing, advising what tasks must still be accomplished.