# **GOVERNMENT SCOPE OF WORK**

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| **Organization** |
| Project Name |  |
| Client |  |
| Brand |  |
| Product |  |
| Contact Info | Name |  |
| Phone |  |
| Email |  |
| Mailing Address |  |
| Date | Author |

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| **Project** |
| **Introduction** |
| State the project description without requirement details. |
| **Objective** |
| State the project goals in this section. |

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| **Scope of Work** |
| What does the project involve? State delivery methods to be used. |
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| **Requirements & Tasks** |
| State what the project involves and specify the delivery methods. |
| Requirements |
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| Specific Tasks |
| Project and Program Management |
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| Development & Support for Applications |
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| Documentation |
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| User Support/Help Desk |
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| Optional Tasks |
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| **Deliverables & Delivery Schedule** |
| *State project start and end dates, as well as estimated delivery for major deliverables.* |
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| **Deliverable Date Due** | **Deliverable Description** |
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| **Late Delivery Notice/Terms** |
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| **Personnel** |
| Human Resources |
| **Job Title/Description** | **Skills/Knowledge Required** |
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| Resumes |
| **Provide link or file location for personnel resumes.** |
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| **Quality Assurance & Deliverables Monitoring** |
| General Acceptance Criteria |
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| Quality Assurance Process |
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| **Government Furnished Equipment, Information, And Documents** |
| Government Furnished Equipment |
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| Government Furnished Equipment |
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| Government Furnished Documents |
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| **Location** |
| Where will project work be performed? |
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| **Period Of Performance** |
| When will the project begin and end? |
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| **Estimated Level of Effort** |
| SoW Labor Category | Labor Hours |
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|  |  |
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|  |  |
| Total Labor Hours |  |
| ODC’s (Est., not to Exceed) |  |
| **Administrative Considerations** |
| Hours of Work | ex.  |

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| **Non-Personal Services** |
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| **Preservation, Packaging, Packing, and Marking** |
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| **Place of Inspection and Acceptance** |
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| **Scope of Inspection** |
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| **Initial Deliverables** |
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| **Non-conforming Products or Services** |
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| **Access to Government Electronic Mail** |
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| **Invoice Submission** |
| Required back up and data terms |
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| **Invoicing Instructions** |
| How to submit and frequency terms |
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| **Travel** |
| Travel regulations and trip report/documentation requirements |
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| **Contracting Officer’s Technical Representative (COTR)** |
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| **Organizational Conflict of Interest & Non-Disclosure Agreements** |
| Organizational Conflict of Interest |
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| Non-Disclosure Requirements |
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| **Security Considerations** |
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| **Transfer of Hardware/Software Maintenance Agreements To Follow** |
| The contractor shall ensure that all hardware/software agreements entered into under this task order are transferable to the Government and/or to other contractors at the discretion of the Government. |

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| **Privacy Act** |
| Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations. |

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| **Task Order Closeout** |
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| **Past Performance Information** |
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| **Contractor's Purchasing Systems** |
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| **Data Rights** |
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| **Federal Acquisition Regulation** |
| (48 CFR Chapter 1) Solicitation Clauses |
| Clause No. | Clause Date | Clause Title |
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| **Defense Federal Acquisition Regulation Supplements (DFARS) Clauses Incorporated By Reference** |
| Clause No | Clause Date | Clause Title |
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