**STATEMENT OF WORK**

**W7714-19DRDC**

TO BE COMPLETED AT TIME OF CONTRACT NEGOTIATION.

This template contains several examples and explanations in blue font; please delete them before submitting your draft SOW. Most of the information required to complete the SOW template can be taken from your proposal and project charter.

1. **TITLE**

Insert title (Same as Proposal) and project No: CSSP-2017-CP-XXXX (stream A) or proposal number CFP/ADP – XXXX (stream B).

1. **BACKGROUND**

Insert background. (Same as proposal and or Project Charter)

1. **OBJECTIVE**

Insert objective (Same as proposal and or Project Charter)

1. **SCOPE**

Insert scope (Same as proposal and or Project Charter)

1. **ACRONYMS**

Include all acronyms that are used in the SOW

DRDC

SOW

TA

Defense Research and Development Canada

Statement of Work

Technical Authority

1. **APPLICABLE DOCUMENTS & REFERENCES**

Insert “None” or insert applicable documents as follows:

**A1:** Insert the details of the applicable document or reference #1

**A2:** Insert the details of the applicable document or reference #2

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1. **TASKS / MILESTONES**

All task/millstones’ outputs are subject to review and approval by the Technical Authority (TA).

Most of your effort should be spent on the tasks / milestones section. The milestone/task descriptions should clearly articulate all work the Contractor is charging **C**anada for and give the reader and appreciation of the level of effort and cost involved (in direct relationship to the milestone cost breakdown sheet). Include as many milestones as appropriate. Contractors are typical paid based on the completion and acceptance of a milestone. The format and contexts can be directly extracted for your proposal, as per Annex D (1) – Work Plan – Milestone Breakdown, of the bid solicitation document. Some modification may be required to the bidder’s milestone breakdown(s) submitted with the proposal, for the SOW to meet the appropriate level of detail required by PWGSC, for example, all tasks that identify the LGD / TA as the lead will be removed and only the tasks, that the Contractor and partners (sub-Contractors) are responsible for, will be included. The task/responsibilities of the LGD/TA will be moved to the client support section of the SOW.

**Milestone breakdown 1.0**

Input overall milestone description and what will be accomplished.

**Milestone Activities**

|  |  |  |
| --- | --- | --- |
|  | **Anticipated Milestone Start Date** | **Milestone End Date** |
|  | (mm yyyy) | (mm yyyy) |  |
|  |  | **Deliverables** |  |  |
|  | **Tasks** | (Articulation of the |  |  |
|  | (Articulate the specific tasks that must be | deliverable(s) or product(s) to |  | **Deliverable Due Date** |
|  | completed in order to accomplish the | be provided to the Technical |  | (mm yyyy) |
|  | milestone) | Authority (TA) for review and |  |  |
|  |  | approval) |  |  |
|  | Input Task 1 Description Here |  |  |  |
|  |  |  |  |  |
|  | Input Task 2 Description Here | Input |  | Input |
|  |  |  |  |  |
|  | Input Task 3 Description Here |  |  |  |
|  |  |  |  |  |
|  | Bidder to add/delete rows as required |  |  |  |
|  |  |  |  |  |
|  | **Go/No Go point** |  |  |  |

Articulate the specific reasons why a go/no-go decision should or should not be made.

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1. **CLIENT SUPPORT**

The TA shall complete the following tasks in order to support the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Task Description** |  |  |
|  | **Milestone #** |  |  | **Delivery date** |
|  | Insert | Insert description of the work. |  |
|  | corresponding |  |  | Within (Insert the number) months after |
|  | milestone |  |  | contract award. |
|  | number |  |  |  |
|  |  |  |  |
|  | Insert | Insert description of the work. |  |
|  | corresponding |  |  | Within (Insert the number) months after |
|  | milestone |  |  | delivery of deliverable 6.1. |
|  | number |  |  |  |
|  |  |  |  |
|  | Insert | Insert description of the work. |  |
|  | corresponding |  |  | On or before (Insert date: YYYY-MM-DD) |
|  | milestone |  |  |  |
|  |  |  |  |  |
|  | number |  |  |  |
|  |  |  |  |  |

1. **LANGUAGE OF WORK**

Insert the applicable language of work. English, French or English and French.

1. **LOCATION OF WORK**

Example 1: The work must be performed on Contractor site.

Example 2: The work must be performed at DRDC:

Defense Research and Development Canada – XXXX Research Centre Building XX

1. Street Address City, province. Postal code Canada
2. **TRAVEL & LIVING**

Example when travel is not required: The Contractor is not required to travel.

Example when travel is required: The Contractor is required to travel to the following location under the following tasks:

**Task:** Insert task number

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**Traveling form:** Insert location name

**Traveling to:** Insert location name

**Duration:** Insert number of days

**Number of travelers:**

The National Joint Council Treasury Board Travel Directive (https://njc-cnm.gc.ca/s3/en) will apply for any travel, accommodation and living expenses.

1. **MEETINGS**

Insert a list or scheduled meetings

1. **GOVERNMENT SUPPLIED INFORMATION (GSI)/GOVERNMENT SUPPLIED MATERIAL (GSM)**

Insert “None” or insert GSI and or GSM list and information as follows:

**GSI 1:** Insert name and description.

**GSM 1:** Insert name and description

Quantity: Insert quantity

Part number: Insert part number

Serial number: Insert serial number

Inventory number: Insert serial number

1. **GOVERNMENT FURNISHED EQUIPMENT (GFE)**

Insert “None” or insert GFE list and information as follows:

**GFE 1:** Insert name and description

Quantity: Insert quantity

Part number: Insert part number

Serial number: Insert serial number

Inventory number: Insert serial number

1. **SPECIAL CONSIDERATIONS**

Insert “None” or insert text.