**CONTRACT EXHIBIT A: STATEMENT OF WORK**

**Project Title**

**NYSERDA Agreement No.**

**BACKGROUND/OBJECTIVES**

*(PROVIDE A BRIEF DESCRIPTION OF THE PROJECT. THIS SHOULD BE NO MORE THAN A TWO PARAGRAPH DESCRIPTION THAT PROVIDES A BACKGROUND OF THE PROBLEM, AS WELL AS HOW THE CONTRACTOR INTENDS TO SOLVE THE PROBLEM. KEEP IN MIND THAT THE CONTRACT SHOULD “STAND ON ITS OWN”, I.E. ANYONE SHOULD BE ABLE TO PICK IT UP AND FIGURE OUT WHAT IS GOING ON.)*

**DEFINITIONS**

SOW: Statement of Work

(*Define any acronyms or uncommon words/phrases/technical terms to be used in the SOW)*

***The Contractor*** is defined as:

Company Name

PI Name

Street Address, City, State Zip code

Phone/Fax

E-mail

***Subcontractor(s)*** is/are defined as:

Subcontractor name

Street Address, City, State Zip code

Phone/Fax

E-mail

***The Project Site(s)*** is/are defined as:

Site Name

Street Address, City, State Zip code

**TASK 0 - PROJECT MANAGEMENT AND PROGRESS REPORTING**

Responsibility

Regardless of subcontracting arrangements, the Contractor shall be responsible for the timely completion of all the tasks in the SOW per the Project Schedule included herein. The Contractor shall provide all project management activities necessary for the performance of this SOW, as per attached *milestone* *schedule/budget*, which shall include the following activities:

* Coordinate the work of the Contractor's employees and those of subcontractors and equipment vendors that are undertaking tasks described in this SOW.
* Ensure control over the Project Budget and adherence to the Project Schedule; and
* Provide all project reporting to NYSERDA as specified in this SOW.

Subcontract(s)

The Contractor shall enter into an agreement with (*name subcontractor*) to perform work in the area of (*include subcontractor area of responsibility*).

(Repeat identification of additional subcontractor agreements as needed under this contract.)

At NYSERDA’s request, the Contractor shall submit a copy of the above agreement(s) to NYSERDA’s Project Manager.

Progress Reporting

The Contractor shall submit **periodic** progress reports, no less frequently than quarterly, to NYSERDA's Project Manager no later than the 15th of the month following each reporting period. The Progress Reports shall include information on the following subjects in the order indicated, with appropriate explanation and discussion:

1. Name of contractor
2. Title of the project.
3. Agreement number.
4. Reporting period.
5. Project progress including a summary of progress, findings, data not already provided to the NYSERDA Distributed Generation Portal, analyses, results and

d e m o n s t r a t i o n results from all tasks carried out in the covered period.

1. Planned work for the next reporting period.
2. Identification of problems.
3. Planned or proposed solutions to identify problems described in (f) above.
4. Ability to meet schedule, reasons for slippage in schedule.
5. Schedule - percentage completed and projected percentage of completion of performance by calendar quarter - may be presented as a bar chart or milestone chart.
6. Budget- analysis of actual costs incurred in relation to the budget.

Project Kick-off Meeting

The Contractor shall hold a project kick-off meeting within thirty days from the contract execution date. The Contractor shall coordinate with NYSERDA's Project Manager to arrange the meeting at a mutually convenient time and place. The Contractor is encouraged to invite representatives of subcontractors and equipment vendors. The purpose of this meeting shall be to finalize the strategies for accomplishing the objectives of this work. In a timely manner, the Contractor shall submit to NYSERDA’s Project Manager a brief report summarizing the issues discussed and decisions made, if any, during this meeting.

Project Completion Meeting

The Contractor shall conduct a project completion meeting, it shall occur within time period covering 15 days prior to and 15 days following the submission of the draft Final Report. The Contractor shall coordinate with NYSERDA's Project Manager to arrange the meeting at a mutually convenient time and place.

Metrics Reporting

The Contractor shall submit metrics for energy, environmental and economic benefits that are realized by the project (*contents and frequency of which to be agreed upon during contract negations and may* *include submission of metrics for inclusion in the* ***NYSERDA Distributed Generation web portal,*** *case studies, fact sheets, etc*.).

Task 0 Deliverables:

1. Written periodic Progress Reports.
2. Brief report summarizing the Kick-off Meeting and Minutes.
3. Brief report summarizing the Completion Meeting and Minutes.
4. Annual Metrics Reports.

**Task 1-Title**

*Identify Task and Expected Deliverable for said task. The tasks should:*

* *Be worded using action phrases, and should always start with “The Contractor shall…”*
* *Tasks should be worded so it is clear what the Contractor is required to do.*
* *If the Contractor is working with a subcontractor, it should say which one, specifically (unless there is only one, or all of them, in which case ‘Subcontractor’ or Subcontractor’s, respectively, is acceptable.)*
* *Avoid using phrases like ‘etc.,’ or ‘including, but not limited to;’ these phrases are ambiguous and hard to enforce.*
* *Tasks should be linear, so later tasks build on earlier tasks, and earlier tasks inform work being completed later on, as much as possible.*
* *When referring to previous tasks, it should be worded as “…. the work/report/system/method approved in Task X.”*

Task 1 Deliverable- *This should be directly tied to the work completed in the Task. Most, if not all Tasks,* *should have a deliverable, except in special circumstances.*

* *Deliverables should be a tangible item: a report, a presentation, pictures, purchase orders or bills of lading.*
* *Deliverables should not be something not asked for the in the Task, and work completed in the Task should be reported on in the deliverable.*

Task 1 Schedule- *Every Task should have a timeframe from the Effective Date that the work is expected* *to be completed in. This can be divided up task by task or included as a separate attachment.*

(Repeat Identification of task and deliverable as often as needed under this contract.)

**Task X - Final Report**

Upon completion of the contract period, the Contractor shall prepare a non-proprietary/non-confidential Final Report covering all aspects of the work performed under this Agreement; the report shall include information on the following subjects:

* Discussions of the observations and findings and recommendations, if any, from all tasks, and avenues for further improvements, as appropriate.
* Discussions of the project results and lessons learned regarding configuration, capabilities, and benefits of the project; and
* Environmental, and economic benefits, and implementation scenarios associated with such.

Draft Version and Final Version of Final Report: A draft version of the Final Report shall be submitted to NYSERDA's Project Manager no later than the date specified in the Milestone Schedule of the NYSERDA Agreement for this task. NYSERDA will comment on the draft version within 30 working days after receipt of such draft. Within 30 working days after receipt of NYSERDA's comments, the Contractor shall prepare a final version of the report reflecting therein careful consideration of NYSERDA's comments to the satisfaction of NYSERDA, and submit two (2) bound, color hard copies and one (1) electronic copy of the final version of the Final Report.

Task X Deliverables:

1. A draft version of the Final Report.
2. A final version of the Final Report.

To be included on Demonstration Contracts under Task 0:

Site Agreement

The Contractor shall prepare and execute a site agreement with the Host Site prior to beginning the Work. The site agreement shall include terms for installing and monitoring the (*insert technology to be* *demonstrated*) at the Host Site and shall clearly specify the commitment and responsibilities of allparties. The site agreement shall include terms to allow, upon reasonable advance notice, NYSERDA’s Project Manager and his/her invited guests to visit the Host Site to inspect the (*insert technology to be* *demonstrated*) and to witness operations. Invited guests may include other NYSERDA personnel, NewYork State agency representatives, and other stakeholders. The site agreement terms shall also specify, at a minimum: (1) cost share contributions; (2) description and duration of the monitoring; (3) descriptions of any modifications required to the Host Site for monitoring the (*insert technology to be* *demonstrated*); (4) access to the demonstration site for installing, inspecting, and servicing the (*insert technology to be demonstrated*) by the Contractor and its agents; (5) insurance; (6) equipment removal;

1. indemnification (including a provision by which the site owner disclaims any liability against NYSERDA for any damages or losses occurring by virtue of the (*insert technology to be demonstrated*) being installed or operated at the site); (8) site restoration; (9) warranty terms and (10) publicity (including but not limited to posting of project success information on NYSERDA’s website). The site agreement shall be executed with an entity having the authority to commit the Host Site. A copy of the executed site agreement shall be furnished to NYSERDA for NYSERDA’s records.

For projects that will incorporate a Go/No-Go requirement, some suggested language:

**Go/No-Go Evaluation:** The Contractor shall not proceed with the remaining tasksuntil the (*provide the deficiency to be addressed i.e. technical data, market study, test* *plan, economic study, etc.*) has been approved by (*name the appropriate project participant(s), customer(s), stakeholder(s), NYSERDA*). The Contractor must document(*name the project participants, customer, stakeholder*) acceptance of the (*name the* *solution to the deficiency*) and present such documentation to the NYSERDA ProjectManager for approval. NYSERDA reserves the option to not proceed beyond this point and terminate the project if NYSERDA’s Project Manager determines that the (*name* *the solution to the deficiency*) is not acceptable to (*name the appropriate project participant(s), customer(s), stakeholder(s), NYSERDA*). If the decision is made toterminate the project, the Contractor shall provide a Final Report, documenting the project results and lessons learned during Task *(#/#’s*).

If the decision is made to continue with the project, the Contractor shall proceed to Task (*next task #*).

**Schedule and Milestone Deliverables**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | Estimated |
|  |  |  |  |  |  | Budget |  | Completion |
| Task # | Task Name |  | Deliverable |  |  | Payment |  | Date |
| **Project Management** |  |  |  |  |  |  |  |
|  |  |  | A brief report regarding the project kickoff |  |  |  |  | 30 days after |
|  |  |  |  |  |  |  | contract |
|  |  |  | meeting |  |  |  |  |
| 0.1 | Kickoff Meeting |  |  |  |  |  | authorization |
|  |  |  |  |  |  |
|  |  |  | A brief report regarding the project |  |  |  |  | 11 months after |
|  |  |  |  |  |  |  | contract |
|  |  |  | completion meeting |  |  |  |  |
| 0.2 | Completion Meeting |  |  |  |  |  | authorization |
|  |  |  |  |  |  |
| 0.3 | Progress Reporting |  | Periodic written reports |  |  |  |  | Quarterly |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | 11 months after |
|  |  |  | A draft version of the Final Report. |  |  |  |  | contract |
| 6 | Final Report |  |  |  |  |  |  | authorization |
| **Phase 1** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | X months after |
| 1 |  |  |  |  |  |  |  | contract |
|  |  |  |  |  |  |  |  | authorization |
|  |  |  |  |  |  |  |  | X months after |
| 2 |  |  |  |  |  |  |  | contract |
|  |  |  |  |  |  |  |  | authorization |
|  |  |  |  |  |  |  |  | X months after |
| 3 |  |  |  |  |  |  |  | contract |
|  |  |  |  |  |  |  |  | authorization |
|  | **Go-no-go decision** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Phase 2** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | X months after |
| 4 |  |  |  |  |  |  |  | contract |
|  |  |  |  |  |  |  |  | authorization |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | x months after |
| 5 |  |  |  |  |  |  |  | contract |
|  |  |  |  |  |  |  |  | authorization |
|  |  |  |  |  |  |  |  |  |