**STATEMENT OF WORK,** pursuant to Contract #\_\_\_\_\_\_\_\_\_\_\_

# STATE CONTRACT NUMBER & PARTIES

Pursuant to Contract #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parties to this Statement of Work are as follows:

# a. Client Agency

#  Address

#  Point of contact

 **b. Contractor**

 Address

 Point of contact

# PROJECT OBJECTIVE

#

EXAMPLE: The Client Agency seeks to purchase ABC for use in its XYZ to function as 123.

# SCOPE OF WORK

#

**Goods purchased**: items, quantity, specifications, requirements.

###  Services required: details of services.

 Refer to Contract and Exhibits for Contractor offerings, service requirements, etc.

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### 4. TIMELINE/IMPLEMENTATION SCHEDULE

Contractor shall deliver all goods and provide all services necessary to accomplish [tie to project objective], in accordance with the following [timeline, milestones, acceptance….implementation schedule].

#  5. PRICE SUMMARY

Identify pricing model.

See Contract for per unit, fixed fee, and/or time and materials pricing.

ADD AS APPLICABLE:

Work Schedule: All Contractor work shall be performed in \_\_\_\_\_\_ hour shifts, 5 days per week, between 8:00am and 5:00pm during Client Agency business hours (Monday to Friday), excluding State holidays.

Security/Privacy Considerations: Client Agency specific: Information accessible by the Contractor may be sensitive, confidential or subject to the Privacy Act and/or HIPAA considerations. Contractor personnel must be familiar with and comply with the provisions of appropriate statute, regulations and/or Client Agency instructions. Signing of a confidentiality agreement may be required. Background checks may be required, language in Contract, Client Agency specific procedures to be identified.

 **6. ASSUMPTIONS**

 Identify assumptions: Contractor and/or Client Agency.

**THIS STATEMENT OF WORK IS SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT AND CANNOT INCLUDE ADDITIONAL TERMS AND CONDITIONS OR CHANGE OR MODIFY ANY OF THE TERMS AND CONDITIONS OF THE CONTRACT.**

 **7. SIGNATURES:** Contractor and Client Agency