Logo, company name

Description automatically generated

STATEMENT OF WORK (Contract #)  
more detailed project information

### Issued to Organization Name Street Address City, State, Zip

### Issued By [Client Agency Name] Street Address City, State, Zip

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Insert Date

# Introduction

This Statement of Work (“SOW”) is subject to Contract # \_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Contract”) and cannot include additional terms or change or modify any of the terms of the Contract. In case of a conflict between the SOW and the Contract, the terms of the Contract prevail. All capitalized terms when used herein shall have the same meaning as is given such terms in the **Contract..**

## Goals and Objectives

**Provide a short description of what the Client Agency is looking for without listing the specific project requirements.**

**List the current environment and goals and objectives for initiating the work, including:**

* **The current state including users/stakeholders, current technology and any constraints.**
* **Business and solution specific objectives**
* **Technical objectives**
* **Service objectives**
* **Security objectives**
* **Timeline requirements**

# Scope of Work AND PRICING

**From a high-level perspective, describe the project work and what it entails (e.g., goods to be purchased or services required). Describe the form of project work to be provided. Describe what is included. If helpful, also describe what is not included in the project work. Explain what will be accomplished. Describe the size of the effort. Describe the method/s of delivery.**

**Provide pricing for project work.**

Price is set forth in Exhibit B, Price Schedule and price adjustments, if any, are set forth in the Contract.

The price schedule for purposes of this SOW only is set forth in this Scope of Work and Pricing section.

# Period of Performance

**Describe the period of Performance for the project. How long will the project last? On what date or event will it begin and on what date or event will it be completed by?**

## Milestones

**List the major project milestones and their estimated delivery dates.**

|  |  |
| --- | --- |
|  | Estimated Delivery Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Completion |  |

# Place of Performance

**Where will the project work be Performed?**

All project work will be performed in person by the Contractor at Client Agency’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site/s.

All project work will be performed remotely by the Contractor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site/s.

Project work will be performed by the Contractor in person at Client Agency’s \_\_\_\_\_\_\_\_\_\_\_\_ Site/s and remotely by the Contractor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site/s

# Specific standards/Requirements

**List and describe the transaction specific standards/requirements. List specific products, tasks and services that Contractor must deliver or produce.**

# Resource Requirements

**List all known resource requirements, below.**

## contractor resources

|  |  |
| --- | --- |
| Project Title | Required Knowledge/Skills |
|  |  |
|  |  |
|  |  |

## client agency Resources

|  |
| --- |
| Resource Description |
|  |
|  |
|  |

# CONTRACTOR Responsibilities

**List and describe the responsibilities of the Contractor.**

# Client AGENCY Responsibilities

**List and describe the responsibilities of the Client Agency.**

The Contractor agrees that the Client Agency’s responsibilities as set forth above are a complete list. All other work, resources, data, software, hardware, etc. required for the Contractor to meet Client Agency’s requirements specified herein are the sole and exclusive responsibility of the Contractor.

# acceptance criteria

**List the criteria that are required for the Client Agency to Accept the Deliverables.**

# SOW AMENDMENTS

**Describe the process that will be followed if an amendment to this SOW is required. E.g., mutually agreed to in writing by the parties.**

# Other Information and Supporting Documentation

**List any other pertinent information and list and attach any supporting documentation.**

# Points of Contact

Pursuant to the Contract, the parties to this SOW are as follows

:

1. Client Agency:

Address

Point of contact

1. Contractor:

Address

Point of contact

# SIGNATURES

The parties are executing this SOW on the date below their respective signatures.

[CONTRACTOR NAME]

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:

Title:

Duly Authorized

Date:

STATE OF CONNECTICUT

[INSERT CLIENT AGENCY NAME]

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:

Title:

Duly Authorized

Date: