

PSC Statement of Work Worksheet

Statement of Work

Contractor Full Legal Name:	
Contract Start Date:	
Contract End Date:	
Any Optional Renewal Terms:	
Type of Service:	
Maximum Not to Exceed \$	
Specific Deliverables -	Use Chart Below

No.	Description of Deliverables/Tasks/Milestones	Responsible Party	Due Date or Estimated Duration	Fee/Rate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Additional Expenses:

Payment Schedule: When and how much the Contractor will be paid. Payments may be made based on time, tasks, deliverables, and/or expenses.

This is Not a Contract

Writing an Effective Statement of Work

An effective Statement of Work (SOW) is important to assure agreement, which is one of the basic purposes of a contract. It helps the contractor understand the service expectations and perform the actual work to the satisfaction of the department. Any room left for interpretation increases the potential for misunderstanding and dissatisfaction among all parties. There are several components that should be included in an effective Statement of Work. Depending on the type of services being purchased the components can vary.

The basic components of any statement of work should include:

- Work elements or tasks
- Clearly defined deliverables
- Milestones (tasks that support the deliverables, and when they are due)
- Timeline/timeframe for performance of services
- Detailed description of services (requirements, assumptions, purpose, benefits)
- Clearly defined UO responsibilities and contractor roles
- Fees for services and expense reimbursements
- Payment schedule (fixed, time and material, per unit rate, rate schedule)

Additional things to consider when writing an SOW:

- Acceptance Criteria
- Any post production needs (testing, training, etc.)
- Quality level or performance standards
- Location services will be performed
- Resources, supplies, or equipment needed
- Who will be providing the resources, supplies or equipment

Things that should **not** be included in an SOW:

- Legal terms and conditions
- Undefined capitalized terms
- Acronyms
- Slangs/industry jargon
- Ambiguous or vague statements
- Conflicting terms to the underlying agreement
- Contractor qualifications

Other reminders:

- Use active voice – the person responsible for performance must be identified
- Use consistent and defined terms representing parties involved in work elements
- Say it once, don't repeat information using different terms different ways
- Don't use should, expect, assist, anticipate, or contributes

* See the attached worksheet to help develop and organize your statement of work