The statement of work must be prepared in accordance with the guidelines of the “Statement of Work (SOW) – Preparation Guide” document.

ANNEX “X”

STATEMENT OF WORK

**1. Title**

(Mandatory section, the title clearly and briefly identifies the type of services being acquired)

**2. Objectives**

(Mandatory section, the objectives identify the operational requirement and end-result of the project)

**3. Background**

(Mandatory section, optional only for low dollar value requirements. The background generally describes the requirement and provides an understanding of the organization’s objectives and mandate)

**4. Scope of Work**

(Mandatory section, the scope provides an overall description of the work to be performed, its ranges, extent and bounds)

**4.1 Tasks**

(Optional section, can be used to list all tasks that the Contractor must perform to achieve the stated objectives)

**5. Constraints**

(Optional section, provide details on all the constraints that the Contractor will have to deal with)

**6. Meetings**

(Optional section, provide details on control procedures that you intend to apply during the execution of the work, including progress, acceptance or demonstration meetings)

**7. Travel**

(Optional section, when the Contractor is expected to travel, provide as much information as possible regarding the travel to be made while performing the work)

**8. Client Support**

(Optional section, provide details on the support and/or tools you will provide the Contractor with, such as the information (reports, study, etc), specific equipment, software/hardware and facilities)

**9. Resources and Level of Effort**

(Optional section, identify the resource categories and levels required under the requirement)

**10. Deliverables, Milestones and Schedule**

(Mandatory section, deliverables are typically identified as goods, services or outcomes that the Contractor is required to produce and deliver)

**11. Work Location**

(Optional section, if applicable, specify the location(s) where the work is to be performed)

**\* 12. Contract Period**

(Mandatory section, the provided information will help the procurement officers define the requirement)

\* The Contracting Authority must remove this section before going into solicitation or negotiations.