**NOTICE: The Division of Purchasing has put together this sample Scope of Work (SOW) to help agencies create their SOWs for their agency contracts. Agencies should consult with their legal representation when creating a SOW.**

1. **Introduction**

*Introduce the Scope of Work and then provide an outline of the objectives and accomplishments to be achieved with this project. Provide a brief background of any information that is important to understand in order to accomplish the project goals. What is needed to know in order to make understanding of project more complete? Overview of need and desired outcomes. Include any constraints or issues you foresee happening. i.e.: weekly progress reports to ensure everyone stays on task. .Define the timeline for this project and deliverables to be performed.*

This Scope of Work will be issued under [name of contract and contract number].

* 1. **Background**

*Briefly describe the project and relationship to your program mission. Clear statement of why the project was undertaken. Describe how the project ‘came to be.’ Proved in more detail, any information that is important to understand in order to accomplish the project.*

*The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided.*

*Explain why your agency requires the services:*

* 1. **Scope of Work**

*General description of the project. What do you hope to accomplish? What are your overall goals and objectives (provide a bulleted tiered listing), materials needed to perform. Objective should provide an overview of the tasks to be completed with this project. Estimate timeline to complete each objective. Clarify where, how and under what circumstances project is applicable, relevant and significant. Provide a clear account of its methods. Provide a detailed duration of project: start to finish timeline of project (insert a table that outlines timeline).*

* 1. **Requirements**

*Provide a section that allows for all sources and documents cited in the scope to be identified and outlined.*

*Provide detailed statements of requirements needed to make the project successful. Explain specific tasks and deliverables that must be produced at the end of the project. Clearly state the requirements needed from both parties for each task and deliverable. Include, outline of project meetings, payment method, permits (who is responsible to obtain or to have). Licensing, safety concerns, etc. This section should provide for at least five (5) high level tasks (milestones): each task should be identified by bullets – identifying the milestone, date (timeline) and how you will determine percent (%) of completion).*

1. **Compliance**

*Outline the means to determine that you and other party are doing jobs properly throughout the project. What standards will you apply to this project? What will be your criteria for acceptance of a vendor, what type of procurement method do you propose?*

*Poor Example:*

*PI will be required to give weekly reports of progress during the soy bean season with more frequent reports during the height of the season.*

*The problem with the above example is that it does not specify what needs to be in the reports, what “more frequent” means, and when the “height of the season” is.*

*Example:*

*PI will be required to give weekly reports consisting of: wind pattern analysis, fungi spore distribution, and potential risk areas. During the height of the season, May 15-July 15, the PI may be required to give twice-weekly reports.*

1. **Project Deliverables**

*Describe how you will deliver the end results of the project. State the number of each deliverable you will provide, the person or persons you will provide the deliverables to and how you will provide the deliverables to and how you will deliver these to the intended audience.*

Poor Example:

Task: Assess class needs for public health awareness.

Deliverable: Write curriculum to address needs.

The problem with the above example is that nothing is specified. The task should have measurable in it and the deliverable must be quantifiable.

Good Example:

Task: Survey 4 classes of 20 students in asthma awareness. Each class will answer a 25 question survey that assesses their general knowledge of asthma issues as they relate to public health. One reviewer should take about 1 hour with each class to take the survey and another 2 hours per class to assess the data.

Deliverable: A 10-hour curriculum for graduate student classes of up to 20 students that addresses issues of deficiencies in public health awareness in asthma prevention and care.

In reviewing the deliverables, there should be no question about what is expected of the performing party. A SOW may contain many deliverables, but each should be broken down into tasks and end products to specify what is expected.

1. **Project Timeline**

This section lays out all dates for the project. It states dates for the tasks and deliverables. It also covers the dates for the administration portion of the SOW.

1. **Project Budget**