Statement of Work Template

It is anticipated that the proposed SOW will be incorporated as an attachment to the resultant award instrument. The SOW, without restrictive markings, is your company's affirmation that the SOW is non-proprietary and releasable in response to Freedom of Information Act (FOIA) requests.

At a minimum, the format and content of the Statement of Work should contain the following information. If options are included, separate sections should be included to address what work will occur in the base and each option period.

TITLE OF PROGRAM/SERVICES AND/OR SUPPLIES

1.0 Scope. This section should describe, in general terms, the work effort that will be performed by the contractor.

2.0 Requirements. *This section must describe each task(s) the contractor shall perform using complete sentences, active voice, and mandatory terms ("the contractor shall"). The task(s) shall be arranged systematically and logically so that both parties (contractor and government) understand the desired effort. All task(s) must be listed in chronological order. The task(s) must be explained in clear and understandable terms. Include any industry specific standards that need to be adhered to in fulfilling the SOW.*

(NOTE: Numbering of tasks shall be as follows 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, etc.)

3.0 Deliverables. *Deliverable product(s) could consist of, but not limited to, monthly or quarterly progress report (technical and financial), final report, software (executable, source, or operational code), and hardware (contractor acquired property, government furnished property, prototypes). In this section all of the deliverable items should be defined.*