NIH/OD/olao/oa

**Statement of Work (SOW) (Template)**

**Office of Acquisitions**

**11/19/2013**

This document gives the outline of Statement of Work. Tailor this document in accordance to your needs.

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1. **INTRODUCTION/OVERVIEW**

This section should provide brief description of the project.

**1.1 BACKGROUND**

The background information should identify the requirement in very general terms; describe why the project is being pursued, and how it relates to other projects. Summarize any statutory authority or regulations affecting the overall requirement; and identify any background materials attached to the SOW.

**1.2 SCOPE**

This section should provide a brief statement of what the agency expects to accomplish under the contract — the breadth and limitations of the contract effort. It should not include specific work tasks or a description of deliverable products since this will be included in the “Tasks/Requirements” section.

If applicable Work Breakdown Structure (WBS) <http://en.wikipedia.org/wiki/Work_Breakdown_Structure>

**1.3 OBJECTIVES**

This section should provide a concise overview of the contract effort goals and objectives; and how the results or end products will be used.

**2.0 REQUIREMENTS**

The “heart” of the SOW—tasks, deliverables, schedule, and assumptions

**2.1 TASKS**

This section defines the tasks that the contractor must complete during contract performance. The description of task requirements will depend on the approach that is selected to describe the required effort. This section should specify requirements clearly so that all readers can understand them. Reference only the absolute minimum applicable specifications and standards needed. Tailor specifications and other documents and separate general information from direction. For a Performance-Based Work Statement, this section should describe requirements in terms of results required rather than the methods for completing the work. This latitude will permit the contractor to develop new and innovative ways to complete those tasks. This section must also describe requirements in a way that permits contractor personnel to perform the service without direct Government supervision. The SOW should not include words that appear to indicate that the Government is managing day-to-day operations.

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| List tasks in sequential order, methodology, specifications/performance requirements, standards, locations, travel, etc. |

**2.2 DELIVERABLES**

This section should clearly state what the contractor must deliver. If different tasks have different delivery requirements, they must be clearly identified along with times within which the contractor must deliver. This may be stated using actual dates, days after contract award, or using some other method that clearly marks the required delivery date, and where the contractor must deliver the service. This may be stated as a location, an organization, a person identified by position (e.g., Contracting Officer’s Representative, a person identified by name or using some other description). What documentation (if any) the contractor must obtain from the Government to verify Government receipt of the delivery.

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| Include work products, acceptance criteria, etc. |

**2.3 SCHEDULE**

The period of performance may be stated using actual dates, days after contract award, or using some other method. If different periods of performance will apply to different tasks, the tasks and related periods of performance should be clearly identified. This section should also identify where the contract will be performed. If performance will occur at multiple government locations, this section should indicate which tasks must be completed where. If performance will be at the contractor’s facility, the SOW need only state that requirement.

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| Period of performance, place of performance, milestones, etc. |

**2.4 ASSUMPTIONS**

Some general assumptions may include adherence to security, quality, level of effort (number and type of personnel required), degree of expertise or architectural standards; following change or release processes; assumed software licenses; existence of a legal agreement or relationship; continued availability of resources; viability of the business case supporting the project; or certain business conditions. If a successful delivery depends on an interface another team is building, or stored procedure rewrites by customer DBAs, it needs to be clearly identified here.

At a minimum, as the project begins, assumptions and constraints must be defined for one or more of the following elements:

• Effort: The estimated tasks and activities required to manage the project and produce

deliverables.

• Schedule: The estimated tasks and events needed to complete the project, organized into a

structured sequence to meet a specified project end date.

• Resources: The estimated staff resources needed to complete the project, according to number,

type, work hours, and skills.

• Budget: The estimated cost of the project, allocated to tasks, resources and phases as needed

to complete the project.

• Vendors and Procurement: The anticipated performance of contractors, vendors and suppliers to deliver goods and services according to contracts and project requirements.

• Management Process: Management standards can serve as a constraint on project performance,

adding quality control overhead.

The main objective is to communicate that if any of these assumptions change, the SOW will likely need to be modified and the project may be at risk.

This section may or may not have the “and Risks” added to its title. The risks are inherent in assumptions – they are corollaries; i.e., the risk is that a particular assumption may not hold true. Having “Risks” added to the section title or given its own section may be redundant. It may be appropriate to just state that these assumptions will be monitored through the risk management process. Regardless, assumptions provide the cornerstone of risk management and must be identified.

**3.0 GOVERNMENT FURNISHED PROPERTY**

This section should identify any government-furnished property provided to the contractor. This includes all government-furnished property, such as government furnished material, equipment, or information. If the list of property is extensive, this section should identify where that list can be found. Before offering to provide any property, make sure that it will be available when required, where required, and in the condition required by the contract. Failure to meet government furnished property requirements often lead to a contractor claim for an equitable adjustment to contract price, delivery, or other requirements. Specific requirements about providing government furnished property can be found in FAR 45, government property, and related agency policy.

**4.0 SECURITY REQUIREMENTS**

This section should identify any unique security requirements associated with contract performance (when applicable). These requirements may include, but are not limited to, such items as: Special pass or identification requirements; Special security clearance requirements; or Special escort requirements.

Refer to - <http://www.hhs.gov/asfr/ogapa/acquisition/policies/hspd12-contract-guide-102707.html>