**Statement of Work**

**Instructions for Drafting Statement of Work**

*Statement of Work (SOW) is**a written description of the work to be performed to satisfy particular needs.*

*To increase the likelihood of desired results:*

* *Prepare the SOW in terms of the results that are desired and the performance that is expected.*
* *Tell the Contractor how such results or performance will be measured and how acceptance of the product or service will be defined and accomplished.*
* *Decide what is really required to meet the state's needs.*

*Use the section headings and prompting questions below to help draft the SOW for a specific project.*  ***Not all sections and questions will be applicable in all cases, so delete anything that is not applicable****.*

Note: Delete this section when starting to draft the SOW.

1. **Overview of the Scope.** [Summarize what services are included (by phase, milestone or deliverable, as applicable]
2. **Contractor’s Tasks and Responsibilities.**

* What are the specific tasks to be accomplished?
* What reports and deliverables will the Bidder be creating?
* What results are desired?
* How will the services be provided? On-site? Remote?
* What tools or methods should the Bidder use?
* Is there a requirement for training? What methodology will be used? Classroom? Computer based?

1. **Purchasers’ Responsibilities.**
   * What information will purchasers need to provide to the Bidder?
   * What support will be needed from the purchasers?
2. **Contractor’s Qualifications.**

* Minimum industry experience (years, certifications, trainings, etc.) that key personnel providing the services on this contract should have
* Cultural Competency (if applicable)
* Data analysis and visualization experience (if applicable)
* Other bidder qualifications from Exhibit B-2

Note: For consulting type of work, add a requirement that Contractor has to comply with the state’s [Leadership Competencies](https://ofm.wa.gov/sites/default/files/public/shr/Diversity/SubCommit/Enterprise%20Leadership%20Competencies%20-%20DEI%20Integrated.pdf) while providing services on this Contract.

1. **Security and Data Control**

* Are there any security issues, or procedures?
* Will there be state data shared with Bidder?
* What procedures might be applicable when accessing or maintaining the data?

1. **Quality Control and Acceptance Procedures**

* Will there be any need for quality check or draft reviews of the deliverable?
* What are the test and acceptance procedures?
* What are the criteria for acceptance of the deliverables? As much as we can, we want to give purchasers rights to review, reject and ask for corrections of the work product for example.
* If using milestones for the project, how will the State and Bidder determine when a milestone is completed? What is the process for determining acceptance?

If needed, and there are remaining funds, after the tasks/milestones detailed in this scope of work are successfully completed, the State might request the Contractor to perform additional tasks, deliverables, or reports that are related to meeting the intent of this project. Such additional services if mutually agreed via an amendment to the Contract will be based on the hourly rates specified in *Exhibit C- Bid Price*.

**Section 2: Proposed Approach and Timelines.**

|  |  |
| --- | --- |
| **Milestone/Deliverables** | **Proposed Approach and Timelines** |
| 1. Conduct research, to collect and compile applicable information\_\_\_\_\_\_\_\_   The desired completion date for this deliverable is: \_\_\_\_\_\_ |  |
| 1. Using the information compiled above, create a data visualization dashboard and an associated report \_\_\_\_\_   The desired completion date for this deliverable is: \_\_\_\_\_\_ |  |
| 1. Develop agency-specific process and outcome measures of performance\_\_\_\_\_\_ |  |
| 1. Recommend practices, policies and procedures that result in effective agency programs and services to \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_   The desired completion date for this deliverable is: \_\_\_\_\_\_ |  |