



This Statement of Work outlines the services to be performed by the supplier in accordance with the terms of the contract. A final Statement of Work will be signed to certify the parties' agreement.

**AGENCY INFORMATION**

Agency name	Agency authorized representative name	Date
Contact name	Email	Phone

**PROJECT SCOPE SUMMARY (general narrative of project needs and scope)**

**REQUIREMENTS (define specific project requirements)**

**DELIVERABLES (define products or work plan to be delivered)**

Schedule of deliverables (indicate sequence of deliverables)

**TIMELINE (anticipated completion timeline)**

**COSTS (how to be provided, i.e., turnkey/hourly by skill set/deliverables/milestones)**

**The supplier's response shall include:**

1. A written narrative addressing their understanding and approach to address the project scope, deliverables, schedule and timeline.
2. The skill sets and hours required of each to complete project.
3. Resumes from associates to be assigned to this project.
4. Provide a detailed list of costs – costs may be either total project turnkey costs or hourly costs by skill set required as defined by the SOW.

Quotes must remain valid for 120 days from the date submitted to an agency.  
A final Statement of Work must be completed by IS Legal and signed by all parties before any service can be performed. No additional terms or conditions will be added to this SOW, which only details how the specific services required will be completed.