

STATEMENT OF WORK

The statement of work (SOW) should describe the framework within which a contractor (the independent or external evaluator) is expected to operate — that is, the work to be performed and/or the results to be achieved. Not all SOWs will follow the same pattern. However, a well structured SOW normally contains the following elements:

I. Introduction/Background

- a. Identifies the need for the particular work, cites the contract's goals, describes the location of the work, and identifies how the contract work fits into the project/program's mission and goals.

II. Objectives

- a. The objectives are well-defined statements of the results to be achieved in order for the overall mission of the work to be accomplished. They should be quantifiable criteria that must be met for the work to be considered successful.

III. Scope

- a. Gives a brief description of what the scope of work does and does not cover. It should be limited to what is necessary to convey the intent of the contract.
- b. It may include an outline of the extent of the work, a brief overview of the steps of the project, a brief description of the methodology to be used, and a description of the location of the work.

IV. Task to be Completed

- a. Tasks are activities and milestones that should be completed to accomplish the contract objectives. The tasks may be structured by milestones, deliverables, or processes.
- b. The following may be part of this section:
 - i. A clear delineation of responsibilities
 - ii. A detailed description of each work element
 - iii. The approach or methodology

Elements of a Statement of Work

- iv. **Timelines and deliverable requirements with each task description**
- v. **Support that is required in terms of equipment, staffing, computers, software, or subcontractors, as applicable**
- vi. **A clear description of any specific equipment or software compatibility requirements**
- vii. **Identification of instruments (e.g. surveys, questionnaires) that will be used and/or documentation that must be followed or used as guidelines**
- viii. **Clear instruction of contract phasing or sequencing, if necessary**

V. Time Frame and Deliverables

- a. **Specifies time frames as they apply to completion of tasks, milestones, and/or completion of the entire contract. Should state what the contractor is responsible for delivering during the course of the work and at the end of the project, as applicable.**
- b. **Deliverables should:**
 - i. **Be specific**
 - ii. **Have clear instructions regarding their submission**
 - iii. **Clearly define the manner in which the PI will determine if they are acceptable**

VI. Associated Costs

- a. **Specifies costs associated with all tasks to be performed. This may include rates (hourly/flat) and fees (e.g. for travel, materials & supplies, and miscellaneous expenses).**

VII. Signatures from Involved Parties

- a. **Should include signatures from the PI and the contractor, along with their titles/positions and date.**