

**ATTACHMENT D  
EXHIBIT A  
STATEMENT OF WORK**

**Project Title**

Contractor

**BACKGROUND/OBJECTIVES**

*(Provide a brief description of the project. this should be no more than a two paragraph description that provides a background of the problem, as well as how the contractor intends to solve the problem. Keep in mind that the statement of work should “stand on its own”, i.e. anyone should be able to pick it up and figure out what is going on.)*

**DEFINITIONS**

*(Define any acronyms or uncommon words/phrases/technical terms to be used in the SOW)*

**The Contractor** is defined as:

Company Name  
Street Address  
City, State Zip code  
Email/Phone/Fax

**Subcontractor(s)** is/are defined as:

Subcontractor name  
Subcontractor street address  
City, State Zip code

**Task 1-Title**

*Identify Task and Expected Deliverable for said task. The tasks should:*

- *Be worded using action phrases, and should always start with “The Contractor shall...”*
- *Tasks should be worded so it is clear what the Contractor is required to do.*
- *If the Contractor is working with a subcontractor, it should say which one, specifically (unless there is only one, or all of them, in which case ‘Subcontractor’ or Subcontractor’s, respectively, is acceptable.)*
- *Tasks should be linear, so later tasks build on earlier tasks, and earlier tasks inform work being completed later on, as much as possible.*
- *When referring to previous tasks, it should be worded as “...the work/report/system/method approved in Task X.”*

**Task 1 Deliverable-** *This should be directly tied to the work completed in the Task. Most, if not all Tasks, should have a deliverable, except in special circumstances.*

- *Deliverables should be a tangible item: a report, a presentation, pictures, purchase orders or bills of lading.*
- *Deliverables should not be something not asked for the in the Task, and work completed in the Task should be reported on in the deliverable.*

Task 1 Schedule- *Every Task should have a timeframe from the Effective Date that the work is expected to be completed in. This can be divided up task by task or included as a separate attachment.*

(Repeat Identification of task and deliverable as often as needed under this contract.)