Sample Statement of Work

**STATEMENT OF WORK**

**Ensure the Statement of Work includes the following components as required by law:**

**\* Goals/Objectives \* Deliverables \* Performance Measures \* Monitoring Plan \* Payment Terms**

**Goal/Purpose**

A brief description of the contract containing summary information regarding:

* the need for services
* the services to be provided
* the expected benefit of the services

**Deliverables**

* Deliverables should begin with: “The contractor will provide…”
* Deliverables are the specific work to be performed under the contract.
* Deliverables should focus on specific tangibles that will be the result of the contract work.
* Be clear and concise when writing deliverables, and provide sufficient detail.
* What is the contractor going to do?
* When is the contractor going to do it?
* How is the contractor going to do it?

**Performance Measures**

* How will you determine whether the contractor has met the criteria detailed in outcomes?

Examples:

* + Documentation of performance
  + Hours worked
  + # of investigations Monitoring
* Is responsible for ensuring that the contractor has met all the obligations of the contract.
* Certifies that the work under the contract has been completed.
* Verifies that all outcomes have been met in a timely manner.
* Determines if contractor should continue to be utilized for contracts with board.
* Completes the performance evaluation report which must be filed within 45 days after termination of contract.

**Payment: Performance Based**

Payment is determined and set on a breakdown of completion of tasks outlined in deliverables or upon completion of services.

A cost breakdown of the process used to determine the cost per deliverable should be able to be provided upon request. What is the total cost per deliverable based on?

**Payment: Fixed Rate**

Contractor is paid at a fixed rate or hourly rate for a specified product or unit of service for an agreed upon cost.

Terms of Payment should specify the unit cost and service.

Example: Investigative Services

**Sample Monitoring Plan for Services**

**MONITORING PLAN FOR SERVICES**

**ADDITION TO CONTRACT**

**between THE UNIVERSITY OF LOUISIANA AT MONROE (State)**

**AND**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Contractor)**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Contractor) reports directly to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. Services will be evaluated as follows:

3. Results of the evaluations will be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. After termination of the contract an annual report summarizing the services and performance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be maintained by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE

Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_