

# STATEMENT OF WORK INSTRUCTIONS

SOW INFORMATION			
Supplier Name		SOW Term	
Product or Service		SOW Effective Date	
Contract Number		SOW Completion Date	
SUPPLIER CONTACT			
Supplier Name		Supplier Email	
Supplier Address		Supplier Phone	
[AGENCY] CONTACT			
Sponsor Name		Sponsor Email	
Sponsor Address		Sponsor Phone	

## OBJECTIVE

*[Instructions: Create a problem statement addressing why materials and or services are needed and what will be achieved through the procurements requested within this SOW?]*

**[Example:** The [Agency] (ex: Finance) needs to simplify, maintain, and enhance the planning, management, and reporting of financial data. The objective of this statement of work is to obtain the project or personnel specific support required for new or in-progress work efforts described within this SOW.

Expected benefits include but are not limited to:

- Increased consistency and familiarity with [Agency] financial systems and applications;
- Increased confidence in the [Agency]'s financial reporting;
- Increased quality in maintenance and management of financial documents, tools, applications, analysis and reporting.]

## SCOPE OF WORK

*[Instructions: Describe the work Supplier will perform including metrics, milestones, dates, locations and mandatory requirements essential to meeting the objectives of the SOW.]*

**[Example:** This scope of work addresses the need for financial services which will assist [Agency] with improving and streamlining financial planning, analysis, and reporting.

Supplier's Financial Services personnel shall provide services that, may include but are not limited to:

- Recurring commercial financial activities
- Budget and financial management
- Cost and expense reductions
- Accounting services
- Portfolio analysis
- Billing services
- Payroll services
- Audits such as financial, transportation and recovery and associated analysis and reporting, and management

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- Maintenance of equity, debt, and loan instruments.

Upon the SOW Date of Completion, Supplier shall complete tasks and deliverables as outlined herein or specified by the [Agency].]

## SUPPLIER CAPABILITIES

*[Instructions: Describe key capabilities of Supplier which should include but are not limited to project planning (approach and methodology), project tracking (methodologies and tools), stakeholder management, knowledge transfer strategy, quality control process and dashboard and project reporting, technical skills, certifications, project management and or technology requirements.]*

**[Example:** A depth of knowledge and keen expertise in financial, accounting, and bookkeeping requirements, applications and regulations will be crucial to ensuring the [Agency] remains in compliance with its financial management, maintenance and reporting obligations per federal, state, and local laws and regulations.

Supplier shall provide documentation of capabilities specific to this SOW including but not limited to:

- Resumes demonstrating Supplier's key personnel's qualifications to perform the services described in this SOW.
- Management Team resumes
- Organization chart]

## DELIVERABLES

*[Instructions: Describe deliverables required to complete this SOW. Deliverables should be SMART (specific, measurable, achievable, relevant and time-bound e.g., specific due dates etc.)*

**[Example:** Please specify any required Deliverables]

Item #	Deliverable Description	Due Date
1.0	Create a financial services blog and populate weekly posts	August 15, 2022
2.0	Create a 3-phase plan to streamline and simplify monthly financial reporting	October 1, 2022
3.0	Implement phase 1 of plan to streamline monthly financial reporting	January 1, 2023
4.0	Create and distribute weekly financial summaries	July 30, 2022

## TASKS

*[Instructions: Describe individual tasks required to meet deliverables - optional. Tasks can be included as required based on complexity]*

**[Example:** Please specify any required Tasks - Optional]

Task #	Task Description
1.1	Attend [Agency] financial reporting meetings & discussions
1.2	Collaborate with the [Agency] to streamline financial reporting.
1.3	Develop weekly summaries containing key financial data points
1.4	Create weekly financial blog posts

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## SOW PRICING

*[Instructions: The charts below are examples Suppliers should use as a guide in detailing their material/product or labor pricing specific to this SOW. Supplier's [Agency] may customize the table based on the SOW details. Supplier shall provide pricing for each material/product specific deliverable, and or each labor specific deliverable outlined in the Deliverables section above. At a minimum, the table should include the corresponding deliverable number, a price per deliverable, the required quantities, item description, price per unit, discounts and total cost.]*

**[Example:** Supplier shall provide material/product pricing and or labor pricing specific to the requirements outlined in the Deliverables section above. At a minimum, supplier shall include material/product and or labor pricing in the respective tables below and identify, at a minimum, the corresponding deliverable number, a price per deliverable, the required quantities, item description, price per unit, discounts, and total cost.]

## MATERIAL/PRODUCT PRICING

*[Example: Enter products and materials contained within the Supplier/PGCSS Contract.]*

Material Title	Material Description	Quantity	Price Per Unit	Sub Total	Discount	Total Cost
Specialized Audit Application BOT	Reporting Automation via BOT Technology	1	\$5,000.00	\$5,000.00	10%	\$4,500.00
Customized Books/Reports	Online Procedure Book developed for PG County	2	\$150.00	\$300.00	NA	\$300.00
<b>TOTAL</b>		<b>3</b>		<b>\$5,300.00</b>		<b>\$4,800.00</b>

## PROJECT LABOR PRICING

*[Example: Enter job titles and pricing contained within the Supplier/PGCSS Contract.]*

Labor	Quantity	Estimated Hours	Hourly Rate	Total Per Title
Certified Public Accountant	2	120	\$90.00	\$21,600.00
Jr. Accountants	1	30	\$60.00	\$1,800.00
Project Manager	1	8	\$50.00	\$400.00
<b>Total</b>	<b>4</b>	<b>158</b>		<b>\$23,800.00</b>

## TOTAL PROJECT PRICE

Items	Total
Products/Materials	\$4,800.00
Project Labor	\$23,800.00
<b>Total</b>	<b>\$28,600.00</b>

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## ADDITIONAL CONSIDERATIONS

- Via acceptance of this SOW, supplier acknowledges and agrees to comply with confidentiality and non-disclosure requirements stated in this PGCSS contract.
- [Agency] must approve, in writing, any changes in scope, costs, and term of the SOW.

## DOCUMENTATION

[Agency] may provide documentation to Supplier in support of the requirements, tasks and deliverables required to meet the obligation of this SOW.

## QUALITY CONTROL

Supplier is responsible for developing and maintaining an effective quality control (QC) program to ensure services are performed in accordance with this SOW. Supplier shall ensure the requisite processes and procedures are identified and implemented to ensure effective delivery of high-quality services. The Supplier shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.