

STATE OF CONNECTICUT
DEPARTMENT OF

STATEMENT OF WORK, pursuant to Contract ____PSX____

1. STATE CONTRACT & PARTIES

Pursuant to Contract # _____, the parties to this Statement of Work are as follows:

a. Client Agency

address
point of contact

b. Contractor (to be determined)

address
point of contact

2. PROJECT OBJECTIVE—END RESULT CLIENT AGENCY WANTS

Provide project summary/what results Client Agency expects: The Client Agency seeks to purchase ABC item for use in its XYZ facility to function as 123.

3. SCOPE OF WORK—WHAT IS VENDOR PROVIDING

Goods purchased: provide details of purchase: items, volume, specifications to be required, chosen from Contract exhibits.

Services required: provide details of services

Examples:

Provide timely delivery of all assigned tasks

Work with Client Agency project team to

Use dashboard communication or agency supplied SharePoint site to store and collaborate on project documentation;

Be responsible for reviewing project tasks, schedules, and resources and make changes or additions, as appropriate; measuring and evaluating progress against the agency project management plan

Address and resolve deviations from project management plan;

Participate in regularly scheduled project status meetings;

Prepare and submit weekly status reports to Client Agency

Follow the project change control procedures;

Review the monthly project status, acting on issues, actions and recommendation as directed

Contractor shall provide knowledge transfer, end user training, specific days of training, in person, online resource.

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Skills and Qualifications: if a consultant, roles and qualifications s/b in contract exhibits, specify choice in Statement of Work.

4. TIMELINE/IMPLEMENTATION SCHEDULE

Contractor shall deliver all materials and provide all services necessary to accomplish [tie to project summary], in accordance with the following [timeline]-[implementation schedule]:

Options: upon acceptance of goods in accordance with G&S inspection terms
If development, implementation schedule payments upon acceptance of deliverables/user acceptance testing or acceptance of project milestones.

5. PRICE SUMMARY

Identify pricing model:

Pricing will be based per hourly rate in accordance with Contract Exhibit B, Price Schedule.

The primary work location will be _____. Fees for services under this Statement of Work will not exceed \$_____, with a total hourly effort of _____. Travel is/is not included. [may already be part of Exhibit B Price Schedule, transaction specific]

ADD AS APPLICABLE:

Work Schedule: All Contractor work shall be performed in _____ hour shifts, 5 days per week, between 8:00am and 5:00pm during Client Agency business hours (Monday to Friday), excluding State holidays.

Security/Privacy Considerations: Client Agency specific: Information accessible by the contractor employees may be sensitive, confidential or subject to the Privacy Act and/or HIPAA considerations. Contractor personnel must be familiar with and comply with the provisions of appropriate regulations and/or instructions. Signing of a confidentiality agreement will be required. The display of an access badge will be required at all times that the Contractor is present in a Client Agency location/site.