[Standard SOW Format for Personal/Professional Services (Jan 2020)]

**STATEMENT of WORK and DELIVERY SCHEDULE**

Project Name

[Text that is bracketed and highlighted in yellow provides instructions or guidance.]

[Areas with blue highlight should be reviewed and revised as necessary for the specific project.]

[The SOW must be in conformance with the applicable [SOW Writing Guide](https://www.oregon.gov/ODOT/Business/Procurement/Pages/SOW.aspx) and created within the scope of services identified in the PA/RFP. Define acronyms and terms in a table if there are many used throughout the document.]

#### **A. PROJECT DESCRIPTION and OVERVIEW of SERVICES**

Agency is contracting with Consultant for Services in connection with the following project (the “Project”):

[Insert a detailed description of the project with which Consultant’s Services are connected. State the purpose/scope of the services Consultant will be performing (not the specific tasks and deliverables) and project objectives. Include background information such as how the project came about, why it is needed, who is involved, and what is to be achieved through this project.]

**Use (and revise as needed for the project) the provisions included in the following sections B, C and D of Exhibit A of the current Contract, Price Agreement and WOC templates. Do not replace with outdated standards and requirements copied from previous contracts/WOCs or SOW “templates” -**

**B. STANDARDS and GENERAL REQUIREMENTS**

**C. REVIEW, COMMENT and SCHEDULE OVERVIEW**

**D. FORMAT REQUIREMENTS**

#### **E. TASKS, DELIVERABLES and SCHEDULE**

Consultant shall complete all tasks and provide all deliverables (collectively, the “Services”) included in this SOW, unless specifically stated otherwise in a particular task. Consultant shall provide all labor, equipment and materials to manage, coordinate, and complete the work in accordance with the performance and delivery schedules identified in this SOW. For purposes of standardization, task numbers in this SOW may be non-sequential and do not necessarily begin with “1” on the first task.

[The delivery schedule for each deliverable may either be listed under each task or consolidated in table at the end of the task section. Generally, it is helpful for contract administration purposes to have one consolidated delivery schedule that can be used as a checklist, especially if the SOW is more than 5 or 10 pages long.]

**Task 1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Consultant shall….

**Deliverables & Schedule:**

**1.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Consultant shall….

**Deliverables & Schedule:**

**F. CONTINGENCY TASKS**

[Projects may have work that can reasonably be anticipated but may or may not be needed, depending on conditions that arise or change during a project period. This condition dependent work is considered to be contingency work and must be planned for in the SOW and budget. Any contingency tasks or deliverables in the SOW must be within the scope of Services of the RFP. In the SOW, each contingency item must clearly be labeled as “Contingency” and must include a defined task, deliverable(s) and a schedule (normally listed as a number of calendar days from NTP for the contingency task).

If contingency tasks are used, they must be detailed in section E – Tasks, Deliverables and Schedule (normally listed as a number of calendar days from NTP for the contingency task) with each labeled as a “Contingency Task”. Also enter contingency task headings and dollar amounts in the table below. See “Contingency Task Costs” in WOC Attachment section.][If no Contingency Tasks, delete text and table below and mark Section F as “Reserved”.]

**Use Contingency Task provisions and summary table included in current Contract/WOC templates.**