STATEMENT OF WORK
FOR
STATE LABORATORIES DIVISION FY27 Duct Insulation Work

It is anticipated that the proposed Statement of Work (SOW) will be incorporated as an attachment to the resultant award instrument. The SOW, without restrictive markings, is your company's affirmation that the SOW is non-proprietary.

[At a minimum, the format and content of the Statement of Work should contain the following information. If options are included, separate sections should be included to address what work will occur in the base and each option period.]

I. BACKGROUND

[The Contractor explain details of the project]

II. OBJECTIVE

[The Contractor gives a clear objective statement]

III. SCOPE OF WORK

[This section should describe, in general terms, the work effort that will be performed by the Contractor.]

IV. REQUIREMENTS

[This section must describe each task(s) the Contractor shall perform using complete sentences. The task(s) shall be arranged systematically and logically so that both parties (Contractor and State) understand the desired effort. All task(s) must be listed in chronological order. The task(s) must be explained in clear and understandable terms. Include any industry-specific standards that need to be adhered to in fulfilling the SOW.]

(NOTE: Numbering of tasks shall be as follows 1,2,3,4,5, etc.)

V. DELIVERABLES & QUALITY CONTROL REQUIRED KEY PERFORMANCE INDICATORS

[Deliverable product(s) consist of, but are not limited to, monthly or quarterly progress reports, final reports, software, and hardware (contractor acquired property, government furnished property, prototypes). In this section all of the deliverable items should be defined.]