**Statement of Work (SOW)**

This Statement of Work is for IT professional services to be provided by the vendor listed in Vendor Information to the agency listed in Requester Information. The parties agree that the terms and conditions of the [**FILL IN CONTRACT NUMBER]** (the “Agreement”) apply to this SOW.

| **Requester Information** | |
| --- | --- |
| Requestor Name: |  |
| Agency: |  |
| Start Date: |  |
| End Date: |  |

| **Vendor Information** | |
| --- | --- |
| Vendor Name: |  |
| Vendor Contact: |  |
| Vendor Contact Phone: |  |
| Vendor Contact Email: |  |

| **#** | **Project Name** | **Project Cost** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **Total Costs** | |  |

To better adapt to project needs, skills, and other project related factors, **[INSERT AGENCY NAME]** and Vendor SOW Point of Contact may mutually agree in writing, email will suffice, to adjust the number of hours allocated to each project without requiring a project change request, so long as the adjustments do not exceed the SOW Total Costs and are agreed in writing by both Parties.

**Project Details – 1 of 2**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Description:** |  |
| **Project Owner:** |  |
| **Billing Service Center:** |  |

| **Requested Resources** | | | | |
| --- | --- | --- | --- | --- |
| **Qty** | **Position Title** | **Experience Level**  **(Junior/Senior)** | **Work Location** | **Required Skills** |
|  |  |  |  |  |
|  |  |  |  |  |

| **Charges** | | | | |  |
| --- | --- | --- | --- | --- | --- |
| **Qty** | **Position Title** | **Experience Level**  **(Junior/Senior)** | **Total Hours** | **Rate** | **Extended Cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Charges:** | | | | |  |

| **Additional Requirements [FTI or CJIS Background Check, Must Travel, etc]** | |
| --- | --- |
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**Project Details – 2 of 2**

*(Copy and paste this page for additional projects)*

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Description:** |  |
| **Project Owner:** |  |
| **Billing Service Center:** |  |

| **Requested Resources** | | | | |
| --- | --- | --- | --- | --- |
| **Qty** | **Position Title** | **Experience Level**  **(Junior/Senior)** | **Work Location** | **Required Skills** |
|  |  |  |  |  |
|  |  |  |  |  |

| **Charges** | | | | |  |
| --- | --- | --- | --- | --- | --- |
| **Qty** | **Position Title** | **Experience Level**  **(Junior/Senior)** | **Total Hours** | **Rate** | **Extended Cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Charges:** | | | | |  |

| **Additional Requirements [FTI or CJIS Background Check, Must Travel, etc]** | |
| --- | --- |
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