# GIS Services Statement of Work Template (SOW) v1.0



**[Agency Name] (“Agency”)**

**Statement of Work (SOW)**

***[Title of Project]***

**Overview**

*[Overview of project here]*

**Introduction**

This Statement of Work (SOW) is between [Agency Name] (“Agency”) and [Vendor Name] (“Vendor”). This SOW is issued under the authority of Statewide Contract XXX-XXXXXX, also known as State GIS Limited Services Contract, and is subject to all provisions of that contract which is incorporated by reference.

The services defined in this Statement of Work constitute the extent of services [Name of Vendor here]will provide to [Agency Name] (“Agency”). Services listed in this document will be provided on a mutually agreeable schedule.

**Statement of Work**

| **Activity** | **Activity Description** |
| --- | --- |
| **Introduction** | Introduce project stakeholders to foster good communications and coordination among key members of the project team, including *[Vendor],* Client and any third party personnel. |
| **Roles and Responsibilities** | Establish and agree on roles and responsibilities for work effort team members, and identify points of contact for work activities and specific subject matter expertise. At a minimum, SOW Stakeholders are:

|  |  |
| --- | --- |
| [Vendor] | [Agency Name] (“Agency”) |
| * Stakeholder position
 | * Stakeholder position
 |

 |
| **Timelines and Milestones** | Establish and agree on timelines, milestones, status meeting dates, and target deliverable timeframes. |
| **Review and Approve Methodologies and Tools** | Align stakeholders to the SOW process and establish overall work management roles. Review pertinent methodologies and tools with [Agency Name] (“Agency”). |

The deliverables from this task include the initial version of the SOW document, and subsequent versions as amended for important changes and adjustments to the work definition.

**Task 1 – Title of Task**

Define first task here

**Task 2 – Title of Task**

Define second task here

**Project Cost/Fees**

Include any costs to share with the Vendor, modify as appropriate. Delete if not needed.

| **Description** | **Fixed Fee / Rate** |
| --- | --- |
| **TASK 1** |  |  |
|  |  |
|  |  |

| **Description** | **Rate** |
| --- | --- |
| **Optional** |  |  |

**Payment Terms**

Include as appropriate, delete if not needed.

**Special Requirements**

This section details the requirements to this Statement of Work.

**Not in Scope**

List anything not in scope of the Statement of Work

**Acceptance**

This Statement of Work is subject to the terms and conditions of ITS-XXXXX between [Vendor] and the [Agency Name] (“Agency”)

| **Statement of Work** |
| --- |
| [Agency Name] (“Agency”) | [Vendor] |
| Signed: | Signed: |
| Name: | Name: |
| Title: | Title: |
| Date: | Date: |