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# Appendix E
# ITSAC IT Staffing SOW Template
# DIR-CPO-5593

# STATEMENT OF WORK (SOW)

**Project Name**

**Agency Name**

Date

Docusign Envelope ID: 531AA23D-7284-47EE-8A9F-0033D3E41524



# Table of Contents

1. Introduction ..... 3
2. Background ..... 3
3. Scope ..... 3
4. Staffing Requirements ..... 3
5. Acceptance ..... 3
6. Period of Performance ..... 3
7. Invoices ..... 3
8. Vendor Response ..... 3
8.1. Staff Capabilities ..... 4
Provide Vendor staff capabilities specific to this SOW: ..... 4
8.2. Service Capabilities ..... 4
8.3. Any assumptions and dependencies of the project ..... 4
9. Additional Considerations ..... 4
10. Pricing ..... 4
11. Schedule of Events and Response Guidelines: ..... 4
12. Point of Contact: ..... 5
13. Response Evaluation Criteria ..... 5
14. Response Submission Requirements ..... 5

Docusign Envelope ID: 531AA23D-7284-47EE-8A9F-0033D3E41524



## 1. Introduction

Describe the services to be performed at a summary level. The statement of work (SOW) is unique and distinct for each project. The vendor shall develop or configure, test, stage, and release business applications by applying iterative processes utilizing the proposed Agile methodology and a frequent release cycle. DIR may consider awarding to multiple vendors.

## 2. Background

Explain why the Agency is contracting for these IT Staffing Services. Provide useful information regarding the Agency organization, project history, future plans or any other relevant information regarding the work to be performed.

## 3. Scope

***(Example language)***

SOW examples may include staff on retainer over a period of time, a proposal of a team of different titles and positions to address an upcoming project, etc.

## 4. Staffing Requirements

***(Example content)***

Would specific skills need to be listed?

| Positions Required | Category | Title | Level | Estimated hours |
|---|---|---|---|---|
| ***2*** | *Applications/Software Development* | *Developer/Programmer Analyst* | *2* | *150* |
| | | | | |
| | | | | |
| | | | | |

## 5. Acceptance

How will Vendor compliance with requirements be measured?

Will the vendor need to submit time reports for review/approval prior to submitting invoicing?

## 6. Period of Performance

Specify the period of performance in which the Vendor will conduct and complete the work associated with the SOW.

## 7. Invoices

Describe the Vendor's responsibilities for invoicing Agency including invoice content, frequency/schedule and instructions for submitting invoices. Payments will be made in accordance with Appendix A of the DIR Contract.

## 8. Vendor Response

The Agency will select the Vendor(s) that offers the best value as determined by the information provided in the Vendor's Response. The following information shall be provided in the Vendor's

Docusign Envelope ID: 531AA23D-7284-47EE-8A9F-0033D3E41524



Response:

8.1. Staff Capabilities

Provide Vendor staff capabilities specific to this SOW:

- Organization chart
- Management team resumes
- Key personnel resumes, illustrating the qualifications of each to perform the services described in this SOW including expertise in Agile development methodology and processes.

8.2. Service Capabilities

- Vendor shall provide evidence of its services capabilities, including but not limited to:
- Description of three (3) projects of similar size and scope that Vendor has conducted within the past five (5) years;
- Description of experience providing similar deliverables in public sector, specifically state and local government;

8.3. Any assumptions and dependencies of the project.

## 9. Additional Considerations

- Vendor shall indicate their agreement to comply with the confidentiality and non-disclosure requirements stated in this SOW.
- If Vendor, or a subcontractor, officer, or employee of Vendor, will have access to a state computer system or database, then the Vendor shall ensure that such officer, employee, or subcontractor has also completed the required cybersecurity training.
- Any changes in scope, costs, and duration of the engagement must be approved in writing by DIR.
- Specify what equipment and/or workspace the Agency will provide or the expectations of what the Vendor will provide. Is it the expectation all work is to be remote? (consider current COVID restrictions)

## 10. Pricing

The main purpose of this section is to detail the pricing for the positions requested. Vendor should also provide a summary of any assumptions and exclusions.

| Positions Required | Category | Title | Level | Estimated hours | NTE Rate |
|---|---|---|---|---|---|
| ***2*** | *Applications/Software Development* | *Developer/Programmer Analyst* | *2* | *150* | |
| | | | | | |
| | | | | | |
| | | | | | |

## 11. Schedule of Events and Response Guidelines:

The following dates represent the Agency's desired schedule of events associated with this Statement of Work inquiry. Agency reserves the right to modify these dates at any time, with appropriate notice to prospective Vendors.

Docusign Envelope ID: 531AA23D-7284-47EE-8A9F-0033D3E41524



| Date | Activity |
|---|---|
| MM DD, YYYY | Distribute SOW to prospective Vendors |
| **MM DD YYYY 2:00 PM CT** | Deadline for submitting responses to SOW |
| MM DD YYYY | Anticipated award |

**12. Point of Contact:**

All communications for this SOW must be directed through the Agency Point of Contact:

**Contract Manager**
**Agency Name**
**Agency Address**
**Agency point of contact phone**
**Agency point of contact e-mail**

Upon issuance of this SOW, employees and representatives of the agency other than the point of contact identified in this section will not discuss the contents of this SOW with any Vendor, potential Vendor, or their representatives. **Failure of a Vendor and any of its representatives to observe this restriction may result in disqualification of any related response.** This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

**13. Response Evaluation Criteria**

***(The following criteria are examples that could be used in determining the best value.)***

- Vendor History and Experience
- As part of the response evaluation, Agency may request oral presentations.

**14. Response Submission Requirements**

*Sample Content*

- Staff Capabilities
- Service Capabilities/Experience with similar projects
- Email address for response submissions and format request (word, pdf, excel)
- Number of copies (Will agency accept email responses? What is the format required?)