**STATEMENT OF WORK (SOW)**

**FOR**

**PICS III TORP #*XXXX***

**1.** *Please enter Title of Project here.*

**2. STATEMENT OF NEED, PURPOSE, and/or OBJECTIVE**

*Please provide a general description of the objectives of the project and the desired results.*

**3. BACKGROUND INFORMATION**

*Please provide context and/or information for your project and the importance of the project to overall program objectives.*

**4. PERIOD OF PERFORMANCE**

*Please provide the base period and indicate any option periods. Provide specific dates if you have them, otherwise indicate the period of performance more generally, for example, “base year plus 2 option years.”*

**5. PLACE OF PERFORMANCE**

*Please include the address of the place of performance if it will be performed onsite, otherwise indicate that work will performed at the contractor site.*

**6. FEDERAL HOLIDAYS**

*Consider using the boilerplate language below.*

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a non-workday –Saturday or Sunday – the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday). Contractors shall follow these same guidelines. Direct billing/invoicing shall not be allowed for any Federal Government Holidays (e.g. New Year’s Day; Birthday of Martin Luther King, Jr.; Birthday of George Washington; Juneteenth; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Christmas Day).

**7. SCOPE OF WORK**

**GENERAL REQUIREMENTS**

*Consider using the boilerplate language below.*

Independently and not as an agent of the Government, the Contractor shall furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government as needed to perform the Statement of Work below.

**SPECIFIC REQUIREMENTS**

*Please include a detailed description of the technical requirements that accurately reflec the Government’s need. Identify the work and specifically how it shall be accomplished.*

**LEVEL OF EFFORT**

*Please specify the labor category/categories and estimated labor hours.*

**GOVERNMENT RESPONSIBLITIES**

*Please include a list of government-furnished data, property or facilities. Please also describe the Government‘s responsibility for reviewing and approving reports and final products generated under the contract.*

**DELIVERY OF DELIVERABLES**

*Please include a list of deliverables and the due dates for each.*

**REPORTING REQUIREMENTS**

*Please include a list of all required written reports, meetings, etc. along with their frequency (e.g. monthly, annually) and method of delivery.*

**PAYMENT PROVISIONS**

*Please specify all payment provisions related to invoicing.*

**8. OTHER CONSIDERATIONS**

**TRAVEL**

*If travel is required, please include locations, number of trips, duration, who is responsible for travel reimbursement (e.g. Contractor or Government), and the reimbursement method.*

**KEY PERSONNEL**

*Please include a list of key personnel by labor category.*

**INFORMATION SYSTEM SECURITY REQUIREMENTS**

*Please specify if the contractor is required to (1) develop, (2) access, (3) host, and/or (4) maintain federal information system(s), information security policies and procedures.*

***NOTE:*** *A "federal information system" is defined as an information system used or operated by an executive agency, by a contractor of an executive agency, or by another organization on behalf of an executive agency. [40 U.S.C., Sec. 11331].*

**DATA RIGHTS**

*Please specify if the contractor is required to produce, furnish, acquire, or use data to meet the SOW requirement(s).*

**SECTION 508 – ELECTORNIC AND INFORMATION TECHNOLOGY STANDARDS**

*Please specify electronic and Information Technology Standards (EIT).*

**PUBLICATIONS AND PUBLICITY**

*Please specify Publication and Publicity requirements**.*

**CONFIDENTIALITY OF INFORMATION**

*Please specify Confidentiality of Information requirements.*

***NOTE:*** *Please include how the contractor is expected to generate information, date and handle confidential information.*

**9. SECURITY CLEARANCE:**

Work under this delivery order is

\_\_\_X \_UNCLASSIFIED

\_\_\_\_\_\_SECRET

\_\_\_\_\_\_TOP SECRET

The contractor shall comply with all applicable Homeland Security regulations and procedures during the performance of this delivery order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this delivery order. If necessary, the contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

**10. PROPOSAL INSTRUCTIONS**

*Please specify proposal instructions (e.g. volumes for submission, page limit, margins, font size).*

**11. EVALUATION CRITERIA**

*Please clearly identify the evaluation criteria that will be used to evaluate the proposals.*