

## Appendix D to DIR-TSO-3156 Statement of Work

Four Story Creative  
130 Chieftain Drive Ste 102  
Waxahachie, Texas 75165

Name of DIR Client  
Contact information of DIR Client Here

Dear Mr. or Mrs. Client:

Thank you for the opportunity to assist in the development of an application that will state the purpose of the Software app that is being developed

In accordance with DIR contract DIR-TSO-3156, this correspondence outlines the complete scope of work you requested, including objectives, procedures, identification of responsibilities and estimated fees.

### 1. Introduction and Overview

This statement of work will be issued under DIR contract DIR-TSO-3156. *[Briefly describe the project and its relationship to your program mission.]*

#### 1.1 Background

*Write a brief narrative describing how this project "came to be".*

#### 1.2 Scope of Work

**In accordance with DIR contract DIR-TSO-3156,** *[This section should provide a brief statement of what you expect to accomplish as a result of this scope of work. While specific deliverables and tasks will be presented in the Work Requirements section, this section should highlight what is and is not included in the scope of the project in broader terms.]*

#### 1.3 Objectives

*[List the specific objectives for this SOW in bullet form. ]*

#### 1.4 Period of Performance

*[This section should define the time period over which the project will occur. The timeframe for the project can be pre-determined or based on a completion date to coincide with some external requirement. It is important to define the period of performance since this is usually a variable in the project's cost.]*

#### 1.5 Projected Cost

Project costs shall be handled in accordance with Appendix C Pricing Index of DIR-TSO-3156. *[If this action represents incremental or partial funding, list the total estimated cost for this Task Order, from this action to completion.]*

Date of Proposal

## 2. References

All applicable documents referenced in this SOW are listed below. Where appropriate, a brief annotation should be provided to indicate the relevance of the document. Reference any specific requirements with regard to the use of these documents in performing the work under this SOW.

## 3. Requirements

This section should include a description of the actual tasks which the project will require. This should include what tasks need to be completed in order for successful completion of this project/contract. As with all other portions of the SOW, every effort should be made to include as much detail as possible.

This section defines the requirements in terms of tasks to be performed, the end results/deliverables to be achieved, and the schedule of key dates. Important compliance requirements should be included with the task descriptions and deliverables.

### 3.1 Tasks

The tasks to be performed under this contract shall be described in discrete functional areas, or subtasks, with each work area described clearly and completely. The Tasks description must provide sufficient detail that anyone can understand the requirements, the methodology, and the outcomes and deliverables under the task.

### 3.2 End Results/Deliverables

This section describes the products and tangible end results that are expected from each task contained in the previous section, the date each deliverable is due, and the acceptance criteria.

#### 3.2.1 List of Deliverables by Task

For large efforts, deliverables may be divided by subtask. The following table provides a complete listing of the required deliverables by task.

Task	End Result/Deliverable	Schedule/Milestone

### 3.3 Schedules/Milestones

This section should define the schedule of deliverables and milestones for this project. Since the SOW often accompanies the RFP for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.

### 3.4 Acceptance Criteria

This section defines how the customer will accept the deliverables resulting from this SOW. The acceptance of deliverables must be clearly defined and understood by all parties. This section

## Date of Proposal

*should include a description of how both parties will know when work is acceptable, how it will be accepted, and who is authorized to accept the work.*

### 4. Progress/Compliance

List meetings and reviews in order to monitor progress and ensure compliance:

- Weekly Status Report
- Weekly Meetings
- Monthly Progress Report
- Project Management Team (PMT) Meetings
- Program Reviews

### 5. Transmittal/Delivery/Accessibility

The contractor shall provide [x] hard copies of each deliverable and one electronic version.

### 6. Notes

*If for reasons of clarity or brevity previous sections need further amplification, use this section for that purpose and for all other information that does not logically fit into previous sections. The information designed to assist in determining the applicability of the specification and the selection of appropriate type, grade, or class of the product or service.*

### Closing

We appreciate the opportunity to service your software development needs. If you accept this proposal, please return a signed copy.

Sincerely,



Jeff Dotson  
Creative Director

IN WITNESS WHEREOF, the parties have executed this Agreement effective the date first stated above.

DEVELOPER:

CLIENT:

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Name: Jeff Dotson

Name: Client Name