

Appendix C

Preparing the Statement of Work

Preparing the Statement of Work (SOW)

The SOW is a document that lists and describes all essential and technical requirements for the effort to be performed, including standards to be used to determine whether the requirements have been met. This document may include the following items where appropriate:

- Objective or purpose
- Period of performance
- A list of detailed work requirements
- Workload requirements
- Personnel requirements
- Resources (if any) to be furnished to the subcontractor
- Reporting requirement and/or other deliverables

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