

**The University of Texas at San Antonio
Office of Sponsored Programs**

Statement of Work (SOW)

Overview:

The purpose of a SOW is to detail the work requirements for projects and programs that have deliverables and/or services performed. The SOW covers the work requirements and, in conjunction with applicable performance/design requirements contained in specifications, is used for contractual agreements. Always review sponsor guidelines for required format and/or content requirements.

Purpose:

Most contracts will require a SOW which will form the basis for successful performance by the contractor or developer.

General description:

A SOW should specify in clear, understandable terms the work to be done in developing or producing the goods to be delivered or services to be performed by a contractor. A SOW defines (either directly or by reference to other documents) all non-specification requirements for contractor effort. When a SOW becomes contractual it shall be used as a standard for measuring contractor performance.

Format:

The standard layout for a SOW shall be as follows:

- 1. SCOPE
- 2. APPLICABLE DOCUMENTS
- 3. REQUIREMENTS
- 4. NOTES

Section 1

SCOPE

Briefly states what the SOW does and does not cover. The 'scope' paragraph shall define the breadth and limitations of the work to be done (not how to do it). Background information should be limited to only that information necessary to acquaint the proposer with the basic acquisition requirement.

Section 2

APPLICABLE DOCUMENTS

Section 2 shall contain a list of all documents identified in Section 3 and as containing requirements.

This section will be initially left blank and only updated when a document (specification or standard) has been justified for inclusion. Only documents invoked by specific reference in Section 3 must be identified and listed. When invoked, the application shall be tailored to meet the minimal needs. Reference to guidance documentation should be avoided.

Improper document referencing has been one of the major factors in costs since total compliance with a document listed in Section 2 is implied unless Section 3 states otherwise.

Section 3 REQUIREMENTS

The specific work tasks shall be identified in Section 3. These tasks, developed to satisfy program/project needs, are essentially the work requirements for the contractor. A well-written SOW shall:

- 1 Specify requirements clearly to permit the acquirer and offerer(s) to estimate the probable cost and the offerer(s) to determine the levels of expertise, manpower, and other resources needed to accomplish the task.
- 2 States specific duties of the contractor in such a way that the contractor knows what is required and completes all tasks to the satisfaction of the contract.
- 3 Written so specifically that there is no question of whether the contractor is obligated to perform specific tasks.
- 4 References only the minimal specifications and standards pertinent to the task. Selectively invokes documents only to the extent required to satisfy the existing requirements.
- 5 Cites only the minimal applicable specification and standards, in whole or in part, and is tailored or scoped downward to limit costs.
- 6 Separates general information from direction so that background information and suggested procedures are clearly distinguishable from contractor responsibilities.