

Suggested Format for STATEMENT OF WORK

The Statement of Work is the most essential element of every contract since it tells the vendor what is to be accomplished. It may be as simple as a one-line statement for a vendor to furnish an off-the-shelf, commercial item, or as complex as to require several pages to describe the service or item needed.

In preparing a Statement of Work, use the following numbered layout:

1. Introduction

- Give a brief overview of **what** you want to buy i.e., the commodity or service you require.
- Briefly describe **why** this commodity or service is necessary.

2. Scope

- In clear and precise terms, define the work to be accomplished and indicate the main steps and actions which are required of the vendor.
- Outline the various phases of the work.
- Describe where the service will take place i.e., on-campus or off-campus.
- Describe

