



The undersigned hereby certify to the parties' agreement for the supplier named herein to perform the services outlined in the attached Statement of Work in accordance with the terms of the contract. If you need additional space for any segment, please include an additional attachment listing those items.

PROJECT SCOPE SUMMARY (general narrative of project needs and scope)

REQUIREMENTS (define specific project requirements)

DELIVERABLES (define products or work plan to be delivered)

Schedule of deliverables (indicate sequence of deliverables)

TIMELINE (anticipated completion timeline)

COSTS (how to be provided, i.e., turnkey/hourly by skill set/deliverables/milestones)

The supplier's response shall include:

1. A written narrative addressing their understanding and approach to address the project scope, deliverables, schedule and timeline.
2. The skill sets and hours required of each to complete project.
3. Resumes from associates to be assigned to this project.
4. Provide a detailed list of costs – costs may be either total project turnkey costs or hourly costs by skill set required as defined by the SOW.

This quote remains valid for 120 days from the date signed by supplier named below.

This document must be completed and signed by all parties listed before any service can be performed. No additional terms or

SIGNATURES

This SOW is hereby agreed to by:

Ordering agency name		Supplier name	
Address		Address	
Agency authorized representative name	Date	Supplier authorized representative name	Date
Agency authorized representative signature		Supplier authorized representative signature	
Purchase order #	Contact name		Phone