

**STATEMENT OF WORK
W7714-19DRDC**

TO BE COMPLETED AT TIME OF CONTRACT NEGOTIATION.

This template contains several examples and explanations in blue font; please delete them before submitting your draft SOW. Most of the information required to complete the SOW template can be taken from your proposal and project charter.

1. TITLE

Insert title (Same as Proposal) and project No: CSSP-2017-CP-XXXX (stream A) or proposal number CFP/ADP – XXXX (stream B).

2. BACKGROUND

Insert background. (Same as proposal and or Project Charter)

3. OBJECTIVE

Insert objective (Same as proposal and or Project Charter)

4. SCOPE

Insert scope (Same as proposal and or Project Charter)

5. ACRONYMS

Include all acronyms that are used in the SOW

DRDC	Defence Research and Development Canada
SOW	Statement of Work
TA	Technical Authority

6. APPLICABLE DOCUMENTS & REFERENCES

Insert “None” or insert applicable documents as follows:

A1: Insert the details of the applicable document or reference #1

A2: Insert the details of the applicable document or reference #2

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7. TASKS / MILESTONES

All task/milestones outputs are subject to review and approval by the Technical Authority (TA). The majority of your effort should be spent on the tasks / milestones section. The milestone/task descriptions should clearly articulate all work the Contractor is charging Canada for, and give the reader and appreciation of the level of effort and cost involved (in direct relationship to the milestone cost breakdown sheet). Include as many milestones as appropriate. Contractors are typically paid based on the completion and acceptance of a milestone. The format and contexts can be directly extracted for your proposal, As per Annex D (1) – Work Plan – Milestone Breakdown, of the bid solicitation document. Some modification may be required to the bidders milestone breakdown(s) submitted with the proposal, in order for the SOW to meet the appropriate level of detail required by PWGSC, for example, all tasks that identify the LGD / TA as the lead will be removed and only the tasks, that the Contractor and partners (sub-Contractors) are responsible for, will be included. The task/responsibilities of the LGD/TA will be moved to the client support section of the SOW.

<u>Milestone breakdown 1.0</u>		
Input overall milestone description and what will be accomplished.		
Milestone Activities		
Anticipated Milestone Start Date (mm yyyy)	Milestone End Date (mm yyyy)	
Tasks (Articulate the specific tasks that must be completed in order to accomplish the milestone)	Deliverables (Articulation of the deliverable(s) or product(s) to be provided to the Technical Authority (TA) for review and approval)	Deliverable Due Date (mm yyyy)
Input Task 1 Description Here	Input	Input
Input Task 2 Description Here		
Input Task 3 Description Here		
Bidder to add/delete rows as required		
Go/No Go point Articulate the specific reasons why a go/no-go decision should or should not be made.		

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8. CLIENT SUPPORT

The TA shall complete the following tasks in order to support the project;

Milestone #	Task Description	Delivery date
Insert corresponding milestone number	Insert description of the work.	Within (Insert the number) months after contract award.
Insert corresponding milestone number	Insert description of the work.	Within (Insert the number) months after delivery of deliverable 6.1.
Insert corresponding milestone number	Insert description of the work.	On or before (Insert date: YYYY-MM-DD)

9. LANGUAGE OF WORK

Insert the applicable language of work. English, French or English and French.

10. LOCATION OF WORK

Example 1: The work must be performed on Contractor site.

Example 2: The work must be performed at DRDC:

Defence Research and Development Canada – XXXX Research Centre
Building XX
XXXX Street Address
City, province.
Postal code
Canada

11. TRAVEL & LIVING

Example when travel is not required: The Contractor is not required to travel.

Example when travel is required: The Contractor is required to travel to the following location under the following tasks:

Task: Insert task number

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Traveling form: Insert location name

Traveling to: Insert location name

Duration: Insert number of days

Number of traveler:

The National Joint Council Treasury Board Travel Directive (<https://njc-cnm.gc.ca/s3/en>) will apply for any travel, accommodation and living expenses.

12. MEETINGS

Insert a list or scheduled meetings

13. GOVERNMENT SUPPLIED INFORMATION (GSI)/GOVERNMENT SUPPLIED MATERIAL (GSM)

Insert "None" or insert GSI and or GSM list and information as follows:

GSI 1: Insert name and description.

GSM 1: Insert name and description

Quantity: Insert quantity

Part number: Insert part number

Serial number: Insert serial number

Inventory number: Insert serial number

14. GOVERNMENT FURNISHED EQUIPMENT (GFE)

Insert "None" or insert GFE list and information as follows:

GFE 1: Insert name and description

Quantity: Insert quantity

Part number: Insert part number

Serial number: Insert serial number

Inventory number: Insert serial number

15. SPECIAL CONSIDERATIONS

Insert "None" or insert text.