

**Appendix C**  
**Statement of Work 2017 - 1**  
**to**  
**Contract Number [XXX-XXX-XXX]**  
**for**  
**One Washington Strategic Partner**  
**for**  
**Strategic Partner Integral Consultants**

This Statement of Work (SOW) is made and entered by and between the State of Washington (“State”), and *[Bidder Firm Name]* (“Contractor”), for Ongoing Staffing to support One Washington activities. This SOW incorporates by reference the terms and conditions of Contract Number *[XXX-XXX-XXX]* in effect between the State and Contractor. In case of any conflict between this SOW and the Contract, the Contract shall prevail unless the SOW expressly indicates that the SOW language governs. The State and Contractor agree as follows:

**1. Project or Task Objectives**

The objective of this Statement of Work is to secure experienced Contractor staff to provide consistent and ongoing support to the One Washington Program.

**2. Scope of Work and Deliverables**

Contractor shall produce a monthly status report containing information for all of the Contractor’s One Washington activities and responsibilities. This report shall include, at a minimum:

- Comprehensive status and health across all Statements of Work
- Status and health of the efforts within each Statement of Work
- Status of activities worked on and/or completed in the prior month
- Activities that were scheduled to be completed in the prior month but were not, including an explanation as to why
- Activities scheduled for the upcoming month and beyond
- Any issues, risks or concerns that may affect One Washington
- Staffing items as needed

**3. Assumptions**

*[Instructions to Bidder: Populate this section with the assumptions, if any, used when developing the scope, deliverables, timelines, resources and pricing contained within this Statement of Work.]*

**4. Timeline and Period of Performance**

Subject to filing or approval requirements, the period of performance for this project will start on July 1, 2017 and the work tasks are estimated to continue through June 30, 2022. The State has the right to extend or terminate this SOW at its sole discretion.

No work shall be performed by Contractor until this SOW is executed by Contractor and the State and is received by Contractor.

## 5. Contractor Staff, Roles and Responsibilities

Contractor will provide, at a minimum, two resources to support One Washington Program objectives, tasks and activities. These individuals will be defined as “Key Staff” per the contract and the positions are described below:

### Strategic Partner Director

The Strategic Partner Director will support and advise the One Washington Program and will serve as the Contractor’s primary counterpart to the One Washington Program Director.

This individual must have least fifteen years of direct experience in leading statewide financial process transformations or implementations and be a leader within their firm or company in providing statewide financial process transformations or implementations. This role should not be staffed by an individual whose primary responsibility is account management. One Washington appreciates that there may be times that working with account management resources may be advantageous, but the Strategic Partner Director role will be filled by someone whose experience and area of focus is statewide financial process transformations or implementations.

It is expected that this individual will be available onsite in Olympia, WA at least two days a month throughout the duration of the agreement and available remotely as needed. The Strategic Partner Director will participate as needed in One Washington meetings at the discretion of the One Washington Program Director. Examples include program planning, stakeholder participation, program governance, program status, risk/issue/concern identification and remediation.

### Strategic Partner Onsite Manager

The Strategic Partner Onsite Manager will lead, coordinate or complete Contractor tasks, activities, deliverables and responsibilities across all Contractor One Washington Statements of Work. This individual will also act as the key point of contact between the One Washington Program and the Contractor organization.

This individual must have at least seven years direct experience participating in statewide financial process transformations or implementations and must have previously led at least one transformation/implementation from inception to conclusion.

It is expected that the Strategic Partner Onsite Manager will be staffed full-time on the One Washington Program. This individual must be available onsite in Olympia, WA at least four days a week and available remotely when offsite.

## 6. Contractor Staff Locations

The Contractor’s resources assigned to this Statement of Work will have the following expectations:

- Strategic Partner Director – Collocated onsite with the One Washington project team in Olympia, WA at least two days a month
- Strategic Partner Onsite Manager - Collocated onsite with the One Washington project team in Olympia, WA for a minimum of four days a week

## 7. Tools and Solutions

It is not anticipated that the Contractor will provide tools or solutions through this Statement of Work.

**8. Compensation and Payment**

*[Instructions to Bidder: Populate the paragraph below and the staffing pricing template to provide clarity as to monthly rate of the Statement of Work and how the pricing was developed.]*

The State shall pay Contractor an amount not to exceed [\_\_\_\_\_] dollars (\$\_\_\_\_) *[specify maximum monthly dollar amount]* for the monthly performance of all activities necessary for or incidental to the performance of work as set forth in this SOW. This will be a fixed monthly fee that will remain constant for as long as the Statement of Work is in effect. Contractor’s compensation for services rendered shall be based on Contractor’s Prices as set forth in the Pricing Details: Staffing provided below. Resource rates include all expenses associated with the resources including: travel, pricing for specialized skills, pricing for onsite or offsite resources, etc. The State will not reimburse or pay for any expense or item not detailed in the table below.

**Pricing Details: Staffing**

#	Role	Name	Deliverable	Activity/Activities	Hours per Month	Rate	Total
1	Strategic Partner Director	<i>[Bidder populate]</i>	Monthly Status Report	<i>[Bidder populate]</i>	<i>[xx]</i>	<i>[\$xxx]</i>	<i>[\$x,xxx]</i>
2	Strategic Partner Onsite Manager	<i>[Bidder populate]</i>	Monthly Status Report	<i>[Bidder populate]</i>	<i>[xxx]</i>	<i>[\$xxx]</i>	<i>[\$xx,xxx]</i>
<b>MONTHLY TOTAL</b>							<i>[\$xx,xxx]</i>

**9. State Staff, Roles and Responsibilities**

*[Instructions to Bidder: Populate this section with the state staff required to complete the SOW with their roles and responsibilities.]*

**10. Deliverable Acceptance**

The Deliverable Acceptance process will conform to the process set forth in Contract Number [XXX-XXX-XXX].

**11. Change Order Process**

Change Request Submission

This process provides the ability for either the Contractor or One Washington to submit a request for a change to the Statement of Work. Either party:

1. Identifies a requirement for change to any aspect of the project (e.g. scope, deliverables, timescales and organization)
2. Completes a Change Request Form (CRF) and ensures that both the One Washington Program Manager, or their designee, and the Strategic Partner Onsite Project Manager receive the form. The CRF summarizes the change:
  - a. Description
  - b. Reasons
  - c. Benefits
  - d. Costs
  - e. Impacts
  - f. Any supporting documentation
  - g. Approvals

Review Change Request – Program Manager

The One Washington Program Manager, or their designee, will review the CRF and determines whether or not additional information is required to assess the full impact of the change to the project time, scope and cost. The decision will be based on factors, such as:

- Feasibility and benefits of the change
- Complexity and/or difficulty of the change options requested
- Scale of the change solutions proposed.

The One Washington Program Manager, or their designee, will record the CRF details in the Change Log to track the status of the change request.

Review Change Request – Program Director

The One Washington Program Manager, or their designee, will make a recommendation and provide the Change Request Form with any supporting documentation to the One Washington Program Director for review and final determination. The Program Director will determine the feasibility of this change by examining factors, such as:

- The Program Manager's recommendation
- Risk to the project in implementing the change
- Risk to the project in NOT implementing the change
- Impact on the project in implementing the change (time, resources, finance, quality).

The One Washington Program Director will:

- Reject the change and notify the Strategic partner,
- Request more information related to the change from the Strategic Partner,
- Forward the change as requested to the Deputy Director for approval,
- Return the change to the Strategic Partner to update the terms of the change.

In all events, the One Washington Program Director will notify the Contractor of the decision.

**12. Warranties**

Additional warranty language is not required for this SOW.

**13. Service Level Agreements**

A Service Level Agreement is not required for this SOW.

**14. Additional Insurance Requirements**

No additional Insurance Requirements

**15. Additional Terms and Conditions Specific to this SOW**

No additional Terms or Conditions specific to this SOW

***In Witness Whereof***, the parties hereto, having read this SOW *[YY-YY]* to Contract Number *[XXX-XXX-XXX]* in its entirety, do agree thereto in each and every particular.

**Approved**

*[State]*

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*Signature*

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*Print or Type Name*

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*Title*  
*Date*

**Approved**

*[Contractor]*

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*Signature*

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*Print or Type Name*

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*Title*  
*Date*