

Appendix D
Statement of Work 2017-2
to
Contract Number [XXX-XXX-XXX]
with
One Washington Strategic Partner
for
One Washington Program Blueprint

This Statement of Work (SOW) is made and entered by and between *[the State of Washington]* (“State”), and *[Bidder Firm Name]* (“Contractor”), to provide a detailed Program Blueprint for all components of the One Washington Program, in three staged deliverables, complete with budget estimates of each component. 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

Through this Statement of Work, One Washington seeks to solidify the Program’s foundation and direction through the development of reliable timelines and budgets of planned future efforts. In order to provide this information, One Washington requires the completion of a Program Blueprint which will take a transformational approach to create a detailed plan that will include at a minimum, a Program Schedule for all components of the One Washington Program, along with Budget Estimates for each component. The Strategic Partner will provide the Program Schedule in three staged deliverables of the Program Blueprint as set forth below and further detailed in Section 2, Scope of Work and Deliverables of this SOW.

- a) The first deliverable of the Program Blueprint Version 1 will be due September 20, 2017. This first deliverable will be used for developing the supplemental budget request for the Legislative session of 2018.
- b) The second deliverable of the Program Blueprint Version 2 will be due December 20, 2017 and will be used for communication purposes during the 2018 legislative session.
- c) The final deliverable of the Program Blueprint Version 3 will be due June 20, 2017 and will include all details of the components of the One Washington Program with all Budget Estimates by component.

2. Scope of Work and Deliverables

[Within this section, the Bidder is to describe how the outcomes requested in SPCP Section 4.3.12: Statement of Work Response, Statement of Work 2 will be achieved.]

Bidder information will include:

- 1) Statement of understanding*
- 2) Proposed approach narrative*
- 3) Scope of work*
- 4) Approach assumptions*
- 5) Proposed workplan, including:*
 - a. Project tasks and activities with associated resources*
 - b. Interim deliverables, if any*
 - c. Project milestones, if any]*

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, if any, the period of performance for this project will start on July 1, 2017 and the work tasks are estimated to continue through June 30, 2018. 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 the Contractor.

5. Contractor Staff, Roles and Responsibilities

[Bidder to identify Contractor staff who will be involved, naming key staff to the project, and describe in detail their roles and responsibilities. Include a staffing plan, organizational chart and provide key staff resumes (maximum 2 pages per resource).]

6. Contractor Staff Locations

Strategic Partner resources assigned to this Statement of Work will be collocated with the One Washington team and expected to be onsite for a minimum of four days a week.

7. Tools and Solutions

[Bidder to identify Tools or Solutions, consistent with SPCP Section 3.2: In Scope Services, Tools and Solutions, that will be used to complete project tasks or achieve project objectives. Provide the tools/solution names, provider, description, benefits or value to the project and pricing information.]

8. Compensation and Payment

[Populate pricing templates with deliverables, staffing and tools/solutions to provide clarity as to what the Statement of Work will purchase and how the pricing was developed.]

The State shall pay Contractor an amount not to exceed [_____] dollars (\$____) *[specify maximum dollar amount]* for the performance of all activities necessary for or incidental to the performance of work as set forth in this SOW. Contractor's compensation for services rendered shall be based on Contractor's Prices as set forth in the SOW Deliverable Pricing Table 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 pricing tables below.

Statement of Work Deliverable Pricing Table

#	Deliverable	Description	Delivery Date	Not to Exceed Price
1	Program Blueprint Version 1	Detail Plan for 2017-2021 Financials and Procurement High Level Plan 2021-2025 Financials and Procurement	09/20/2017	[\$xx,xxx] 40% of total
2	Program Blueprint Version 2	Detail Plan for 2021-2023 Financial and Procurement High Level Plan for 2021-2025 Budget and Human Resources	12/20/2017	[\$xx,xxx] 30% of total
3	Program Blueprint Version 3	Detail Plan for 2021-2025 Budget and Human Resources	06/20/2018	[\$xx,xxx] 30% of total
TOTAL				[\$xx,xxx] 100 % of total

To provide level of effort and pricing visibility, the Contractor will provide the calculations used to develop deliverable pricing. For staffing and tools/solution pricing information, the Contractor will populate the tables below:

Pricing Details: Staffing

#	Role/Key Staff	Deliverable	Activity/Activities	Hours	Rate	Total
1	<i>[Provide Staff Role Title] [Indicate if Bidder proposes this to be a Key Staff role]</i>	<i>[Bidder provide deliverable name where costs are allocated]</i>	<i>[Bidder provide description of activities to be completed by resource]</i>	<i>[x,xxx]</i>	<i>[\$xxx]</i>	<i>[\$xx,xxx]</i>
2
3
TOTAL						<i>[\$xx,xxx]</i>

Pricing Details: Tools/Solutions

#	Tool/Solution	Description	Deliverable	Upfront Costs	Recurring Costs
1	<i>[Name of Tool/Solution]</i>	<i>[Description of Tool/Solution, project benefits and pricing structure]</i>	<i>[Provide deliverable name where costs are allocated]</i>	<i>[\$xx,xxx]</i>	<i>[\$xx,xxx] per [xxx]</i>
2
3
TOTALS				<i>[\$xx,xxx]</i>	<i>[\$xx,xxx]</i>

Pricing Assumptions:

[Provide Bidder's pricing assumptions, if any]

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

At each of the deliverable due dates, the Contractor will present to the One Washington Program Director for approval the version of the Program Blueprint that is due. The One Washington Program Director will review the scope of the deliverables in the SOW and ensure that the Contractor has provided all content necessary for the Version that is due. Upon acceptance of the relevant Program Blueprint Version, the Contractor may bill for that scope of work.

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 Blueprint Project Manager and 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 – Project Manager

The One Washington Program Blueprint Project Manager 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 Blueprint Project Manager 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 Blueprint Project Manager 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 Project 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 are required for this SOW

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]

Signature

Print or Type Name

Title

Date

Approved

[Contractor]

Signature

Print or Type Name

Title

Date