**ANNEX – Statement of Work**

Title:

[Department Name] has a requirement to (Describe the services, e.g. "provide landscaping services"; “conduct a study of x to assess...”; “maintenance of x equipment..").

The work will involve the following: (Describe, briefly, not too much internal detail)

1. Background

(Describe, briefly, what circumstances arose to necessitate this requirement.)

1. Objectives:

(Describe, in one or two short sentences, what must be achieved in terms of the overall project objectives, (e.g. " To provide washer and dryer maintenance services...").

Example:

To obtain a [Contract/Standing Offer] for the service and repair washer and dryers, in order to promote the expedient repair of the appliances for [Department Name].

1. Services Required:

(Identify the tasks the contractor must perform during each phase/stage of the work (e.g. The Contractor must provide...). Use the active voice (e.g. the Contractor must...) to ensure the contractor’s responsibilities are clear.) If there is a schedule required for the service, it should be identified here.

 Examples:

The Contractor must perform vehicle inspections and provide written certification in accordance with Departmental, Provincial and or National standards where applicable.

 Client Obligations: (if applicable, delete if N/A)

 Examples:

 [Department Name] will have all of the necessary electrical requirements prepared for the Contractor.

[Department Name] will provide an area for the Contractor to store their equipment/goods while work is being completed.

 Contractor Obligations: (if applicable, delete if N/A)

 Examples:

 The Contractor must provide all of their own equipment to complete the work.

1. Deliverables:

(Define Deliverables in terms of what the contractor must produce (i.e. a report, meetings, manuals, study, recommendations, a program, etc.) including format, quality, quantity, official language, and delivery point.) This section should include any acceptance criteria/quality guidance)

Example:

A maintenance report that includes all work done and future work requirements, must be provided to the project/technical authority within **[Insert Reasonable Timeframe XX days]** of the completion of the service.

1. Location of work:

The Contractor must perform the work at

 (Enter the location where the work has to be performed (e.g. the contractor's place of business, or the specific department facility (including the facility's address). If there are various site locations or delivery points, this should be included here.

1. Language of work:

The Contractor must perform all work in [English, French or both].

 (Enter the official language(s) in which the Contractor must deliver the services and deliverables.)