

TEMPLATE

STATE OF CONNECTICUT
<< State Agency Name >>
<< Statement of Work for Project Name >>
9/18/2012

New Task Renewal N/A Fixed Price* On Site Support Remote Support

1. REQUIRED AGENCY

Agency Name:

Branch/Bureau/Section:

Location:

2. PROJECT/SYSTEM OVERVIEW

Brief description of the project/program:

System Architecture, Application Modules, Interfaces etc—as appropriate to Agency project:

3. SCOPE OF WORK

High-level description of the need:

Number of Consultants needed (Optional):

Target Class (Optional):

Specific Services Required

List of services required of this position – Be specific and concrete:

Required Skills/Experience

List of required skills and experience - Be specific and concrete:

4. ADMINISTRATIVE CONSIDERATIONS

Deliverables:

Work Schedule:

State Resources and Oversight:

Security/Privacy Considerations:

General/Miscellaneous:

Point of Contact:

Contact Person's Name, Title:

Agency Name & Address:

Contact Info:

* NOTE: IT Professional Services Contract is based on hourly rates and does not allow for fixed project pricing.