Procurement Strategy

Statement of Work (SOW)

1. Scope of Work:

Describe the work to be done in detail. Specify the hardware

and software involved and the exact nature of the work.

1. Location of Work:

Describe where the work must be performed. Specify the

location of hardware and software and where the people must perform the work.

1. Period of Performance:

Specify when the work is expected to start and end,

working hours, number of hours that can be billed per week, where the work must

be performed, and related schedule information.

1. Deliverables Schedule:

List specific deliverables, describe them in detail, and

specify when they are due.

1. Applicable Standards:

Specify any company or industry-specific standards that

are relevant to performing the work.

1. Acceptance Criteria:

Describe how the buyer organization will determine if the

work is acceptable.

1. Special Requirements:

Specify any special requirements such as hardware or

software certifications, minimum degree or experience level of personnel, travel

requirements, and so on.

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|  | | Proposal 1 | | Proposal 2 | | Proposal 3 | |
| Criteria | Weight | Rating | Score | Rating | Score | Rating | Score |
| Technical approach | % |  |  |  |  |  |  |
| Management approach | % |  |  |  |  |  |  |
| Past performance | % |  |  |  |  |  |  |
| Price | % |  |  |  |  |  |  |
| Total score | 100% |  |  |  |  |  |  |

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| Key Organisational Procurement Targets | Procurement Objectives | Strategic Business Drivers |
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