**American Express IT Labor Standard SOW Request**

**Schedule**

**Supplier Company Name Master Agreement No.:**

**Address: Schedule/CAFAE No. : Schedule/CAFAE Effective Date :**

This Schedule is issued pursuant to the above‑referenced Master Agreement for Consulting Services (“Agreement”), between American Express Travel Related Services Company, Inc. (“Amexco”, “American Express” or “AXP”),and the above referenced Supplier (“Consultant”).

Any term not otherwise defined herein, shall have the meaning specified in the Agreement and Statement of Work (“SOW”) attached hereto titled **INSERT SOW Engagement Title *dated*** ­­­­­­­­­­­­­­­­.

The SOWprovides a detailed description of the services, project requirements, deliverables, acceptance criteria, and or service levels, or other tasks to be completed and or delivered, including the charges applicable to this Schedule and any other mutually agreeable information.

Under no circumstance shall this Schedule or any modification hereto constitute a binding instrument unless duly executed by authorized representatives of Amexco’s Global Supply Management and Consultant.

1. The total **Select Type of SOW** Not to Exceed (NTE) value over the period of performance of this schedule is **$0.00.** This amount includes **$0.00** for services and an additional NTE amount of **$0.00** for Travel and Expenses (T&E).

2. The exhibits and attachments to this Schedule are incorporated hereto and shall constitute part of this Schedule. The Agreement together with this Schedule constitutes the entire agreement between the parties and supersedes all previous agreements, promises, proposals, representations, understandings, and negotiations, whether written or oral, between the parties respecting the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have duly executed this Schedule as of the day, month and year last written below.

|  |  |  |  |
| --- | --- | --- | --- |
| **AMERICAN EXPRESS TRAVEL RELATED SERVICES COMPANY, INC.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated | **Supplier Company Name**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorized Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dated |  |  |

Service Type (Dev/Ops/BAU) : Select Service Type

SOW Type (T&M/FB-Periodic/FB-Milestone) : Select Type of SOW

(For “Time & Material”, fill the Rate table below & for

“Fixed Bid- Periodic/Milestone”, fill in the Milestone Table attached below)

SOW Title : Click here to enter text.

Provide high level description of the Services that Supplier will provide for this engagement :

Enter Project Description.

SOW Period of Performance:

SOW Start Date (MM/DD/YYYY) :

SOW End Date (MM/DD/YYYY) :

Amexco Project Manager:

(SOW Owner must be an American Express Colleague)

Name

Email ID

Consultant Engagement Manager:

Name

Email ID

Will Amexco be providing Laptops to the contractors? **:** Select Y/N

Will any of the contractors in this agreement

be involved in Software Development Activities ? : Select Y/N

Will subcontractors be used? **:** Select Y/N

If answer is “Yes”, please provide the **Name & Complete address of the Subcontractor/Company** Click here to enter text.

(If Answer is Yes, additional approval(s) might be required as part of supplier review process)

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| --- |
| Note: This section is for internal AMEX use only and should not be considered part of the Agreement between Amexco and Consultant  Please enter data classification level : Select Level  If AXP restricted or Secret Data will the Consultant have access to PII as well? Select Y/N |

# **Status Reports**

# Consultant shall provide status reports to the Amexco Project Manager, describing activities during the preceding period, including: the current status of activities (with an explanatory narrative when appropriate); resources used since the last report, with accumulative total to date; and identification of any problems and actions being resolved or outstanding. The Amexco Project Manager may at its sole discretion require specific form, format, frequency, method, and related status meetings as otherwise specified herein.

**Resource Rate Table (To be filled for T&M SOW)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consultant Role** | **Hours** | **Location** | **Input Type (Onshore/Offshore)** | **Rate per hour** | **Does rate exceed the Standard Rate card? (Y/N)** | **Start Date (MM/DD/YYYY)** | **End Date (MM/DD/YYYY)** | **Cost** | **Currency** |
|  |  |  |  |  |  |  |  | $0.00 |  |
|  |  |  |  |  |  |  |  | $0.00 |  |
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|  |  |  |  |  |  |  |  | $0.00 |  |

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| **SOW Charges Summary** | **Cost** |
| T&M Labor Charges | $0.00 |
| Passthrough Charges (if applicable) | $0.00 |
| Travel & Expense (T&E) Charges | $0.00 |
| **Total SOW Value** | **$0.00** |

# **Travel & Expense:**

* All Travel & Expense requests are required in writing and will be reviewed and approved in advance by the Amexco Project Manager. Travel and Expenses will be reimbursed to the Consultant in accordance with Amexco’s Travel and Expense Policy.
* Contractors/Consultants who travel on behalf of American Express are required to read, acknowledge and abide by the **Contractor/Consultant T&E Policy Addendum** which outlines the terms and conditions defined for a contractor/consultants engagement with American Express. <https://www.americanexpress.com/us/legal-disclosures/contractor-travel-and-expense-policy.html>
* Please note: Contractors/Consultants who do not abide by the addendum, will not be reimbursed for T&E expenses.
* The total estimated Travel & Expense during the Period of Performance for this SOW is a Not-to-Exceed amount of: $0.00 Funds for Travel and Expenses cannot be allocated towards consulting fees.

**FB- Periodic/ Milestones Table:**

All deliverables will be subject to the final written acceptance of the Amexco Project Manager. Such final written acceptance will be based upon the deliverables’ completeness, adequacy, and accuracy in addressing all requirements of this SOW.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Number** | **Enter Milestone Descriptions or Periodic Payment Month** | **Specify Time Period for Payment** | **Cost** | **Currency** |
| 1 |  |  | $0.00 |  |
| 2 |  |  | $0.00 |  |
| 3 |  |  | $0.00 |  |
| 4 |  |  | $0.00 |  |
| 5 |  |  | $0.00 |  |
| 6 |  |  | $0.00 |  |
| 7 |  |  | $0.00 |  |
| 8 |  |  | $0.00 |  |
| 9 |  |  | $0.00 |  |
| 10 |  |  | $0.00 |  |
| 11 |  |  | $0.00 |  |
| 12 |  |  | $0.00 |  |
| 13 |  |  | $0.00 |  |
| **Fixed Bid Labor Charges Total** | | | **$0.00** |  |

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| --- | --- |
| **SOW Charges Summary** | **Cost** |
| FB Labor Charges | **$0.00** |
| Passthrough Charges (if applicable) | **$0.00** |
| Travel & Expense (T&E) Charges | **$0.00** |
| **Total SOW Value** | **$0.00** |

# **Transparency Table:**

Complete the following Transparency Table to document the cost benefit of the Fixed Price Engagement vs. Time & Material

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consultant Role** | **Hours** | **Location** | **Input Type (Onshore/Offshore)** | **Rate per hour** | **Does rate exceed the Standard Rate card? (Y/N)** | **Start Date (MM/DD/YYYY)** | **End Date (MM/DD/YYYY)** | **Cost** | **Currency** |
|  |  |  |  |  |  |  |  | $0.00 |  |
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|  |  |  |  |  |  |  |  | $0.00 |  |

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| --- | --- | --- |
|  | **Costs** | **Currency** |
| Time & Material Estimate **(A)** | **$0.00** |  |
| Fixed Bid Proposal **(B)** | **$0.00** |  |
| **T&M vs. FB : (A-B)** | **$0.00** |  |