

# Statement of Work

Prepared for: Macrofirm

Created by: Brandon Bennett – CNA IT Consulting

# Statement of Work No. [1]

THIS STATEMENT OF WORK ("SOW") is entered into by and between **Macrofirm** and **CNA IT Consulting** ("Service Provider") pursuant to the parties' [MasterAgreement] dated 20190410

## Description of Services and/or Deliverables

Service Provider will provide 5 Servers for installation and rackmount in support of the Week\_2\_SoW. The period of performance is outlined in the Term/Schedule section below.

## Term/Schedule

Nameless Employee will perform work as outlined below:

Functional Role	Est. Start Date	Est. Period of Performance
Location Audit for Installation	20190420	8 Hours
Server order placed	20190421	1 Hour
Receipt of Servers	20190428	1 Hour
System Specifications Confirmation	20190428	10 Hours
Rack-mount Construction	20190429	8 Hours
Server Rack-mount Installation	20190430	8 Hours

Nameless Employee may extend the period of performance upon two weeks advance notification in writing. In the case of an extension request to the period of performance, CNA IT Consulting may have to substitute the engagement of assigned personnel with another candidate with similar qualifications if the assigned personnel is unavailable. In such an event, Nameless Employee will have the ability to interview the candidate prior to placement.

# Deliverables

CNA IT Consulting will be available to perform services, such as:

- Develop plans that will direct the overall approach for the project
- Installation site audit to confirm proper foundation, networking and ventilation capabilities
- Receive for and confirm proper specifications of servers prior to installation
  - If any issues or discrepancies are noticed Macrofirm will be notified prior to continuation
- Construct rack-mounts for servers
- Install the 5 provided servers into the rackmounts
- Perform quality checks

# Assumptions

Macrofirm's primary contact will work with CNA IT Consulting to identify priorities, assign tasks and develop work estimates to ensure that the hours are applied appropriately.

CNA IT Consulting will invoice for actual hours expended per month.

Additional staff will be contracted separately on a project-by-project basis.

All materials developed under this SOW are the property of Macrofirm.

Travel cost (if any) will be billed to Macrofirm at cost. Other Direct Costs (ODCs) will be invoiced at cost plus administrative burden.

- Nameless Employee will be available to work a minimum of 35 hours per week.

# Price and Payment Schedule

The total Time and Materials (T&M) maximum amount or “not to exceed” (NTE) amount is [Amount] plus pre-approved travel expenses and ODCs. The below table lists the labor categories, rates, and estimates used to calculate the T&M costs for the effort.

Name	Price	QTY	Subtotal
Server 64GB Ram	\$4,500	5	\$ 22,500
Site Audit	\$35/hr	8	\$ 280
Order Placement	\$35/hr	1	\$ 35
Order receipt	\$35/hr	1	\$ 35
System Spec Conf	\$35/hr	10	\$ 350
Rack Construct	\$35/hr	8	\$ 280
Server Install	\$35/hr	8	\$ 280
Total			\$ 23,760

Source: Fictitious data, for illustration purposes only

Subtotal \$0.00

Total \$0.00

Name Price QTY Subtotal

All travel, lodging, and entertainment expenses must be pre-approved by Macrofirm in writing, and will be in addition to the above-stated NTE amount. At its option, Macrofirm will book all travel and related expenses. CNA IT Consulting’s rates and prices do not include sales tax, and if such tax is applicable, it will be invoiced as a separate line item.

# Invoice Schedule

CNA IT Consulting will invoice Macrofirm on a daily basis for actual hours expended.

In addition to the above, ODCs and pre-approved travel expenses will be billed as incurred. Invoices shall be mailed to the following address:

Macrofirm

Placeholder address, Made up City and ZIP Attention: Professor Dr. Zak

## Agreed and Accepted:

CNA IT Consulting

Macrofirm

Nameless Employee

Macrofirm Agent

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