**Statement of Work Example**

**APPENDIX A - STATEMENT OF WORK DESCRIPTION WRITING SERVICES**

1. BACKGROUND
2. Due to recent internal program changes and organizational realignment, the Corporate Administration Division (CAD) of the Department of Government Operations has a requirement to re-write a series of work descriptions in its organization. Jobs are to be re-described using the public service work description format. Approximately 30% of all jobs within the division have been rewritten; another 35% (30 jobs) are to be rewritten by February 28, 20XX (or X days after contract award).
3. OBJECTIVE
4. The objective of this project is to prepare 30 work descriptions among various categories (20 AS, 6 CR, 4 PM) using the public service work description format. The work descriptions are to reflect the current functions of each job identified.
5. SCOPE
6. These services will include only the preparation of the work description. These  
   services will not include job evaluation or organizational design services.
7. TASKS

As part of the contractor’s contribution to this project, the contractor will fulfil the  
following main tasks:

1. Meet with the project manager throughout the project to discuss the status of the  
   work deliverables.
   1. Meet with all employees whose job descriptions will be rewritten.
   2. Meet with employees individually to review and/or update work descriptions.
   3. Prepare draft work descriptions in accordance with the public service work  
      description format.
   4. Review of drafts by employees and supervisor.
   5. Prepare final copies for review by project manager.
   6. Approval of all work descriptions by the project manager.
2. DELIVERABLES AND PROJECT SCHEDULE
3. Bidders will demonstrate their ability to meet the following deliverables based upon a contract award date.

5.2

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| Milestones and events | Completion date |
| The contractor will be available for a planning meeting with the project authority.  The contractor will meet with the project authority and the 30 employees whose jobs are to be rewritten.  Phase I   1. The contractor will schedule a meeting with each employee to review their work description and gather information to ensure that all current duties are reflected in their work descriptions. 2. The contractor will prepare a first draft of the new work descriptions in the public service work description format. 3. The contractor will provide each employee and respective supervisors with a first draft of their work description. 4. A progress meeting with the project authority concerning the status of the project. | October 8, 20XX (or X days after contract award)  October 11, 20XX (or X days after contract award)  December 14, 20XX (or X days after contract award)  December 14, 20XX (or X days after contract award) |
| Phase II   1. Incorporate any changes identified and agreed to by the employee and supervisor into a second draft of the work description. 2. Acceptance of second draft of work descriptions by employees. 3. Review and approval of work descriptions by the project manager. | January 28, 20XX (or X days after contract award)  February 25, 20XX (or X days after contract award) |

1. CONSTRAINTS
2. All work is to be completed by February 28, 20XX (or X days after contract award).
   1. All meetings with employees are to be conducted during the employees’ regular work hours.
   2. All meetings conducted with individual employees and all written material prepared for each employee are to be presented in the official language of choice of the employee.
3. CLIENT SUPPORT
4. The Corporate Administration Division will provide the contractor with an appropriate location in which to meet with the employees.
   1. The Corporate Administration Division will provide the contractor with a parking spot, a parking pass, and a building pass.