

# Scope of Work (SOW) Tool & Checklist



Project Lead(s):

Start Date:  
mm/dd/yyyy

Deadline:  
mm/dd/yyyy

Project Description:

---

## SOW TOOL

This tool is not a complete list of what the SOW should include. Please delete or add sections as needed to organize and fully detail your SOW and its requirements. This tool is best utilized by listing short and concise specifications.

A. Background:

B. Definitions:

**C. Population Served:**

**D. Qualifications:**

If the same qualifications apply to the Contractor, its employees, volunteers and subcontractors (if allowed to subcontract), use the first field below. If qualifications are unique by populations within the Contractor's staff (like Direct Care Staff, volunteer, etc) use the fields that follow.

**1. Contractor Qualifications: (Licenses, Experience, Certifications, Age Requirements, Education, etc.)**

**2. Contractor's Staff Qualifications: (Licenses, Experience, Certifications, Age Requirements, etc.)**

**3. Volunteer Qualifications: (Licenses, Experience, Certifications, Age Requirements, Education, etc.)**

**E. Training Requirements:**

**Applicable**

**1. Contractor Training Requirements:**

**2. Staff Training Requirements:**

**3. Volunteer Training Requirements:**

**F. Service Requirements:**

**Multiple Service Options / Use the First Four Blocks  
Below in red**

**1. General Service Requirements:**

**2. Specific Service Description 1:**

**3. Specific Service Description 2:**

**4. Specific Service Description 3:**

**5. Transportation:**

**All Contractors Provide the Same Services**

**All Contractors Provide the Same Services (use the two sections below and omit the four above)**

**1. Detail Service Requirements:**

**2. Transportation:**

**G. Administrative Requirements:**

**Check if Applicable & Flesh Out Below**

**1. Policies & Procedures:**

**2. Record Keeping:**

**(1) Personnel Files:**

**(2) Client Files:**

**(3) Medicaid Records:**

**(4) Other Record Keeping Requirements:**

**3. Reporting Requirements:**

**Check if Applicable & Flesh Out Below**

**(1) Incident Reporting:**

**(2) Quarterly Reports:**

**(3) Annual Reports:**

**(4) Other Reporting Requirements:**

**4. Quality Monitoring Process:**

**5. Other Administrative Requirements:**

**H. Billing Requirements:**

Division contract staff can use the information populated into this form to flesh out the General SOW Outline document.

---

# CHECKLIST

## CONTRACTOR REQUIREMENTS:

1. Ensure requirements are specific of what you want the Contractor to do. What are the desired outcomes?

Requirements are specific

Outcomes have been established

2. Are there specific requirements that the Division/agency needs the Contractor to do to comply with any funding requirements?

These have been included

There are none

3. State requirements clearly and in measurable terms so there can be no question as to whether the Contractor has complied with any given requirement.

Requirements are clearly stated and measurable

## ENSURE CLARITY:

1. If the SOW includes references to specific state, federal or Department statutes, law or policy, make sure all citations are current and accurate.

Citations are current

2. If updating an existing SOW, consider the problems that may have arisen under previous Contracts and include clarification to prevent the same types of problems from reoccurring.

Previous problems have been considered

Reviewed history of issues with monitor(s)

3 Acronyms were spelled out the first time they were used and terms were defined.

Completed

4. Terms are used consistently throughout the document.

Completed

5. Ensure Contract requirements related to one requirement are not spread across several different sections.

Requirements relating to one topic are organized together

6. The SOW does not duplicate requirements or contradict Contract template language.

Ensured

7. Ensure you include consequences if the Contractor fails to perform as required.

Consequences are included

---