**STATEMENT OF WORK TEMPLATE**

(A detailed description of a service or product explained clearly for someone without any knowledge of the service or product)

(Pease Note: This Statement of Work is the responsibility of the requesting department. Be sure to explain everything.)

**Overview**

(Please insert a summary description about the vendor, the product/service they offer, how the service will be provided to Montgomery County Public Schools (MCPS)).

**Program Details**

(Please insert all program specifics: What the service/product is? Who the service/product will serve? How the service/product will be provided?)

**Implementation (if applicable)**

(Please insert the information for the process of implementation of the service/product – i.e. how and who – if applicable)

**Data Sharing**

(What’s being collected, by whom, how, when, etc. If there’s an evaluation form or survey, provide it for OGC. This section should mirror the information you insert into the Attachment C Data Form.) All data must be approved by: OSA (Kecia Addison) and OTI (Chuck McGee, Kara Trenkamp and Val DaSilva) Procurement/OGC will send all data to be approved by OTI/OSA.

**Rights and Responsibilities**

(Please insert the necessary information as it pertains to MCPS and the Contractor)

MCPS will be responsible for…

The Contractor will be responsible for…

**Payment section**

(Please insert any information pertaining to the cost breakdown or even no cost to MCPS (be sure this total number matches the total dollar amount in the Payment Section in the Agreement)

**Training plan (if applicable)**

(Please insert information regarding the training: what is the training process, are there phases, what will the training include, who’s the trainer?

**MISC**

(Please insert any other pertinent information not mentioned above that provides information on what the Contractor will be providing to MCPS – how, when, what, etc.)