# Statement of Works for Professional Services

## Description of Service

### Project Deliverables

The following table details the deliverables agreed between Principal and Service provider. Any revisions or adjustments after the consultant’s/s on boarding will need to be formally discussed, put in writing and approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable No.** | **Deliverable** | **Measurement Method** | **Who is responsible** | **Due Date** |
| DM#1 |  |  |  |  |
| DM#2 |  |  |  |  |
| DM#3 |  |  |  |  |
| DM#4 |  |  |  |  |
| DM#5 |  |  |  |  |

### Key Milestones and Responsibilities

The following table details the key milestones agreed between Principal and Service provider. Any revisions or adjustments post consultant on boarding will need be formally discussed, written and approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Key Milestone** | **Dependent Milestone** | **Who is responsible** | **Due Date** |
| KM#1 |  | *e.g., DM#1, DM#2, DM#3, DM#4* |  |  |
| KM#2 |  |  |  |  |
| KM#3 |  |  |  |  |
| KM#4 |  |  |  |  |
| KM#5 |  |  |  |  |

### Service Provider Responsibilities

The following lists the agreed additional deliverables and value-adds to be provided by supplier. Any revisions or adjustments post consultant on boarding will need be formally discussed, written and approved.

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### Principal’s Responsibility

The following lists the agreed additional deliverables and responsibilities of the Principal as part of this engagement. Any revisions or adjustments post consultant on boarding will need be formally discussed, put in writing and approved.

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## Professional Service Fees

### a. Pricing Model Agreed

E.g., fixed price with payments triggered by milestones achievement. Time and Materials at agreed day rates with progress payments monthly

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### b. Service Provider Personnel

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Estimated Days** |
| Director |  |  |
| Partner |  |  |
| Senior Manager |  |  |
| Manager |  |  |

### c. Pricing Model Agreed per Key Personnel

|  |  |  |
| --- | --- | --- |
| **Engagement Type** |  | Daily rates are within scheme capped rates? **YES/NO** |
| **Service Type** |  |  |
| **Resource Type** | **Daily Rate****($) (Excl. GST)** | **\*Non-local Resource (Y/N)** | **Estimated Days** | **Cost ($)** | **Proposed Resource Mix (%)** |
| **Partner** |  |  |  |  |  |
| **Director** |  |  |  |  |  |
| **Senior Manager** |  |  |  |  |  |
| **Manager** |  |  |  |  |  |
| **Senior Consultant** |  |  |  |  |  |
| **Consultant** |  |  |  |  |  |
| **Analyst** |  |  |  |  |  |
| **Total**  |  |  |  |  | **100%** |
| **Discounts Provided** |  |  |  |  |  |
| **\*Non-Sydney resources** |  |  |  |  |  |
| **Duration****Team size****Similar work** |  |  |  |  |  |
| **Total Estimated Costs ($)** |  |  |  |  |  |
| *\*Please indicate if the resources are not locally based.**If they will add additional costs and exceed the 7% total expenses cap, provide a separate estimate of the total engagement expenses for these team members* |

### c. Total SOW amount

Detail the final project pricing agreed for the SOW here, and specify whether it is Fixed Price, Time and Materials or an alternative pricing model. Also, if there are expenses, they should be included here.

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### Payment Terms

NSW Government terms are 28 days from invoice date as detailed in the Agreement.

### Invoice Schedule

Time and Materials are invoiced monthly in arrears basis Goods and Services provided and accepted in accordance with this SOW. Fixed Cost projects payment will be made in line with payment milestones. The Supplier’s invoices combined total value may not exceed the price in the section 5.1 in this SOW without NSW Governments' prior written approval.

### Expenses per agreed policy

|  |  |  |
| --- | --- | --- |
| **Cost Element** | **Expenses Policy** | **Agreed (Y/N)** |
| Expenses Cap | All expenses will be capped at 7% of engagement fees |  |
| Couriers | At cost |  |
| Database/Market Data Research | No charge |  |
| Airfares | * Lowest available fare on the day
* Maximise advance bookings
* Domestic-Economy only at cost
* At cost using contract 1008 Travel Management Services through TCM or lower using other means
 |  |
| Car Hire | At cost using contract 1008 Travel Management Services |  |
| Accommodation | At cost using contract 1008 Travel Management Services |  |
| Other Travel | At cost |  |
| Meals – Breakfast | At cost <$30/day |  |
| Meals – Lunch | No charge |  |
| Meals – Dinner | At cost <$50/day |  |
| Taxi | At cost – prior approval for circumstances outside to/from airports, leaving office after 8pm, meetings where multiple sites are used |  |
| Tips & Gratuities | No charge |  |
| Room hire & catering | At cost |  |
| Stationery & postage | No charge |  |
| Photocopying | No charge |  |
| Telephone & Fax | No charge |  |
| Wireless Internet Fees | On (NSW Govt) Site | At cost |  |
| Off Site | No charge |  |
| Secretarial & Clerical | No charge |  |
|  |
| **SERVICE PROVIDER****By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name, Role)* | **PRINCIPAL****By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name, Role)* |