

STATEMENT OF WORK

To **Contract/Task Order Contract** Dated ****/**/****** - Contract Routing Number **** *** ******* - Contract Amendment Routing Number **** *** *******

These provisions are to be read and interpreted in conjunction with the provisions of the **Contract/Task Order Contract** specified above.

Project Name:

Project Term:

I. Project Description:

This section is required of all SOWs.

II. Definitions:

****This section is optional.**

For PSD, an acronym list will be added in the Additional Provisions. However please ensure acronyms are defined in the SOW.

III. Performance Requirements/Deliverables:

This section is required of all SOWs. Formatting is determined by the program.

Sample is provided for your modification.

(All Links need to have specific guidelines and verbiage to finding specific topic as referenced).

Calendar Quarters (Q): Q1-July 1-September 30; Q2-October 1-December 31; Q3-January 1-March 31; Q4-April 1-June 30

A.

Goal Area: Goal ****

Deliverable 1:				
Target Population:				
Activity 1	Quarters of activity	Measurement	Deadline	Responsible Agency
Activity 2:		•		
Activity 3:		•		
Activity 4:		•		

Deliverable 2:				
Target Population:				
Activity 1	Quarters of activity	Measurement	Deadline	Responsible Agency
Activity 2:		•		
Activity 3:		•		

Deliverable 3:				
Target Population:				
Activity 1:	Quarters of activity	Measurement	Deadline	Responsible Agency
Activity 1:		•		
Activity 2:		•		

Deliverable 4:				
Target Population:				
Activity 1:	Quarters of activity	Measurement	Deadline	Responsible Agency
Activity 2:		•		
Activity 3:		•		

The Contractor shall obtain from its subcontractors and maintain, at minimum, a Memorandum of Understanding or binding contractual agreement and provide a copy, upon request, to the State within fifteen (15) calendar days of the execution date of the contract

B. Progress Reports

Contractor shall participate in state-level evaluation efforts as requested by the State including, but not limited to, progress reports on the implementation and accomplishments of the approved Statement of Work in a format provided to the Contractor by the OHE Health Disparities Specialist. Progress reports shall be due fifteen (15) days after each calendar quarter.

Failure to submit progress reports in accordance with the above time frames may result in a delay or denial of the reimbursement request for those periods.

IV. Personnel:

Contractor must notify the State within thirty (30) days of a change of the Project Director or Principal Investigator responsible for the performance of services provided under this Contract.

V. Monitoring:

This section is required for all SOW. Select monitoring option based on type of entity. Delete others. Below language has been negotiated with Director of Contract Performance Monitoring Unit.

Monitoring Provision for LPHAs

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the OHE Health Disparities Specialist. Methods used will include review of documentation reflective of performance including progress reports and other documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

Monitoring Provisions for all others regardless of PSD risk rating

CDPHE's monitoring of this contract for compliance with fiscal performance requirements is based in part on a fiscal risk assessment conducted prior to contracting, contractor fiscal and programmatic performance during the contract period and contractor compliance with contractual terms and conditions during the contract period. Monitoring will be conducted by the OHE Health Disparities Specialist and methods used will include review of documentation reflective of performance, including progress reports and other documentation as applicable. The contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

VI. Resolution of Non-Compliance:

The Contractor will be notified in writing within **30** calendar days of discovery of a compliance issue. Within **45** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the OHE Health Disparities Specialist and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Remedies section of the General Provisions of this contract.