

# Statement of Work (SOW)

This Statement of Work (“SOW”), with an effective date of \_\_\_\_\_ (the “Effective Date”), is between the University of North Texas System for the benefit of University of North Texas System and its Component Institutions (University) (“University”) and \_\_\_\_\_ (“Vendor”) for the goods/services contemplated hereunder.

## 1. Introduction

- Project Title:
  
- Project Start Date:
  
- Estimated Completion Date:
  
- Requisition #:

## 2. Parties Involved

### • University:

- Name:

- Contact Information:

Email

Phone Number

- Role:

### • Vendor/Vendor:

- Name:

- Contact Information:

- Role:

### **3. Project Overview**

- A brief description of the project, including the objectives and background that led to the initiation of this project.

### **4. Scope of Work**

- **Services:**

- Detailed description of the services to be provided.

- **Deliverables:**

- Itemized list of deliverables expected to be provided by the Vendor.

- Exclusions:

- Explicitly states what is not included within the scope of this SOW.

## **5. Responsibilities**

- University Responsibilities:

- Detailed list of what the University is expected to provide or do to facilitate successful completion of the project.

- **Vendor Responsibilities:**

- Detailed list of the Vendor's duties and commitments in relation to the project.

## **6. Milestones and Schedule**

- A timeline detailing important milestones, including dates for the commencement and completion of specific phases or tasks.

## **7. Performance and Quality Standards**

- Description of the standards by which the service and deliverables will be measured.

## **8. Key Performance Indicators (KPIs)**

- List and description of KPIs that will be used to measure the performance of the Vendor in relation to the project's objectives.

## **9. Reporting and Meeting Schedule**

- Schedule and expectations for progress reports and meetings, including frequency, mode, and specific content to be covered.

## **10. Amendments and Modifications**

- Procedure for making amendments or modifications to the SOW.

## Statement of Work Terms

Applicability of Purchase Order Terms and Conditions: The terms and conditions set forth in the associated University of North Texas System Purchase Order (PO) are fully incorporated herein by reference and shall govern this Agreement except where explicitly modified or excluded in this Statement of Work (SOW). All terms provided in the PO, including but not limited to payment terms, indemnifications, warranties, and confidentiality obligations, shall remain in effect unless otherwise stipulated under this SOW. Any modifications or exceptions to the standard PO terms as applicable to this specific engagement must be explicitly agreed upon in writing and included within this SOW. This form is not a binding contract without the associated Purchase Order.

The terms and conditions of the PO can be found at <https://finance.untsystem.edu/vendor-resources/index.php>.

Acceptance of Terms through Performance or Delivery: By confirming the Purchase Order associated with this SOW, commencing any work, or delivering any goods specified herein, the Vendor acknowledges and accepts the terms and conditions contained within both the PO and this SOW. This acceptance constitutes a binding agreement to adhere to all terms, obligations, and conditions as outlined, including those related to project deliverables, timelines, and quality standards.