



Commonwealth of Virginia Consulting (CVC, LLC)

Statement of Work

For:

Company of _____, _____

Prepared by: Fred Norman

____/____/202x

EXHIBIT A

STATEMENT OF WORK #1

This Statement of Work ("SOW") #1 is an integral part of the Agreement entitled Commonwealth of Virginia Consulting (CVC) Independent Contractor Agreement the ("Agreement") dated the _____ day of _____ 202x between _____ Company or ("Company") and Commonwealth of Virginia Consulting (CVC), LLC or the ("Consultant").

1. Purpose:

- a. The Company seeks business development consulting services to establish a proactive contractor business relationship with the Commonwealth of Virginia, which will influence future solicitations and improve the Company's "wins," for which the Company will be compensated.

2. Objective:

- a. To develop new business for the Company services as delivered to The Commonwealth of Virginia in the areas of **(Based on commodity codes)**
 - i. Services
 - ii. Goods

3. Situation: (To Be Updated based on discussions)

- a. The Company is interested in establishing or expanding business with the Commonwealth of Virginia State Government for their goods and services.
- b. The Company desires _____ types of consulting services.
 - i. Business Assessment Services—whereby the company's current status is established, goods and services identified, competitors identified, the total dollars of similar goods and services sold to the Commonwealth, likely partners identified, and actions taken to improve business positioning.
 - ii. Business Intelligence Services – whereby target opportunities that best match the Company's portfolio of goods and services are identified.
 - iii. Business Development Services – whereby a market development strategy plan is created, monitored, and updated to achieve the goals and objectives outlined in the SOW and the plan itself.
 - iv. Government Relationship Services – whereby the Consultant works with the Company to establish a legislative strategy.
- c. The Company will engage a specialist in developing business with The Commonwealth and will team this individual with internal resources.
- d. The Company wishes to compensate the business development specialist through a schedule of rates using an extended-term agreement to achieve a better early program Return on Investments (ROI) that grows as the consulting investment and business grow.
- e. The Company is registered as _____ # _____ with Virginia as a Small Woman and Minority (SWaM) # _____ and with eVA as # _____.

EXHIBIT A

STATEMENT OF WORK #1

- f. The Company has ___ registered NIGP/NACIS codes.
- g. The Company ___ recorded any direct business with The Commonwealth from ___ to ___.
- h. There appear to be as many as ___ other NIGP codes that could be used to contract for the Company's goods and services in Virginia.
- i. The Company _____ has a prime contract with The Commonwealth of Virginia.
- j. The Company has _____ contracts or _____ agreements with Prime vendors to The Commonwealth, including:
- k. The Company has business experience with _____ and _____ markets.
- l. The Company has a good reputation for the work performed by its current customer base, which can be referenced.

4. Task:

- a. The Company must position itself as a cost-effective, experienced, creditable, and trusted contractor delivering _____-related services to targeted programs and projects in the Commonwealth of Virginia.

5. Services:

a. CVC:

i. Business Assessment:

1. Will check the Company's portfolio of goods and services for use by the Commonwealth of Virginia.
2. Will identify current and new product codes Virginia uses for the company's goods and services.
3. Will verify the Company's registration status.
4. Will verify the Company's debarment and reciprocity status with Virginia.
5. Will verify the Company's Small, Women-owned and Minority (SWaM) status.
6. Will identify sales similar to the Company's goods and services to the Commonwealth.
7. Will identify which companies the Commonwealth buys goods and services from that are similar to the Company's.
8. Will identify which agencies bought goods and services similar to the Company's.
9. Will identify likely partners (prime or sub) for the Company.

EXHIBIT A

STATEMENT OF WORK #1

10. Will develop a summary of steps that need to be taken by the Company to prepare better for conducting business with the Commonwealth.
- ii. Business Intelligence:
1. Will consult on identifying emerging state initiatives that match the Company's portfolio.
 2. Will consult on the verification of initiative funding source(s).
 3. Will consult on the verification of the authority responsible for delivering the initiative in Virginia.
 4. Will consult on the identification of key requirements authors, recommenders, influencers, decision-makers, and contract managers.
- iii. Business Development:
1. Will consult on the positioning of the Company within Virginia's strategy and vision.
 2. Will consult on creating the Company's "story" in a Virginia context.
 3. Will consult with management to develop business solutions for Virginia.
 4. Will consult on partner teaming and teaming agreements.
 5. Will consult on preparing solution "white papers" and other supporting materials.
 6. Will consult on presentation strategy.
 7. Will consult on Virginia-specific procurement response strategies.
 8. Will consult on pricing strategy.
 9. Will consult on proposal strategy.
 10. Will consult on bid preparation.
 11. Will consult on facilitating meetings with identified contributors to the Company's business.
 12. Will consult on contract negotiation and administration.
- iv. Government Relationship Services:
1. Will consult on creating a legislative agenda.
 2. Will develop materials to support the legislative agenda.
 3. Will identify key administration supporters.
 4. Will identify key legislative supporters.

EXHIBIT A

STATEMENT OF WORK #1

5. Will identify key agencies and their supporters.
6. Will facilitate meetings with key sponsors, co-sponsors, and supporters.
7. Will facilitate Bill/Regulation submission.
8. Will track Bills/Regulations.
9. Will create a contribution strategy.

6. Consultant Work Product/Deliverables;

- a. The Consultant will meet with _____ Company's management as needed.

7. Term:

- a. The term of this Statement of Work is an initial ____ (__) months with an option of an additional ____ (__) months starting: _____, 202x and ending: _____, 202x.

8. Termination:

- a. This agreement shall remain in force for the term as shown in Section 7a.
- b. Either party may terminate this agreement with thirty (30) days written notice after the minimum initial term is met in 7.a. above.

9. Written Reports:

- a. The consultant shall prepare monthly status reports on the first day of the following month.

10. Fees:

- a. CVC's services are paid in advance at the beginning of each month, plus normal business expenses. Expenses will be billed and paid in arrears. The monthly rate is based on the following schedule.
- b. Schedule:

EXHIBIT A
STATEMENT OF WORK #1

IN WITNESS WHEREOF, the parties have caused this SOW to be executed effective as of this ___ day of ____ 202x.

CVC, LLC

By: _____

By: _____

Name: _____

Name: Fred Norman

Title: _____

Title: Executive Manager

Date: _____

Date: _____

SAMPLE