

# Statement of Work

## Exhibit “A” SAMPLE

In an effort to simplify the Arizona Together for Impact funding process for the nonprofit organization, this Statement of Work (SOW) can be utilized in conjunction with the nonprofit’s agreement for consultant services and should be modified as required.

<b>INITIATIVE NAME</b>	Project Feasibility		
<b>PROJECT TITLE</b>	Nonprofit Partnership Initiative		
<b>CONSULTANT NAME</b>	Chloe Superstar	<b>CONSULTANT ADDRESS</b>	xxxx
<b>CONSULTANT PHONE</b>	xxx-xxx-xxxx	<b>CONSULTANT EMAIL</b>	xxx
<b>CONSULTANT COMPANY NAME (IF APPLICABLE)</b>	Superstar Consulting	<b>AGREEMENT DATE</b>	xx-xx-xxxx
<b>PROJECT BEGIN DATE</b>	xx-xx-xxxx	<b>END DATE</b>	xx-xx-xxxx
<b>PROJECT PHASE</b>	<input checked="" type="checkbox"/> INITIAL FEASIBILITY <input type="checkbox"/> EXPLORATION <input type="checkbox"/> IMPLEMENTATION		
<b>PROJECT OBJECTIVE</b>			
<p>Nonprofit X and Nonprofit Y would like to explore the possibility of working more closely together. This outcome may range from a closer program-based collaborations to a full merger or combination. It is important to understand the combined strengths and challenges of each organization, as well as the full support of the respective boards.</p>			
<b>KEY PROJECT DELIVERABLES</b>	<b>DUE DATE</b>	<b>DELIVERABLE DESCRIPTION</b>	
Organizational Readiness	xx-xx-xxxx	A document that identifies each organization’s willingness and readiness of such a transaction, as well as a mitigation plan for any challenges.	
Lifecycle Assessment	xx-xx-xxxx	A lifecycle assessment for each organization and a preliminary understanding as to how to optimize and integrate each organizational capacity.	
Financial Analysis	xx-xx-xxxx	A financial analysis of the current and prior three years of financial performance. Unusual or non-recurring items should be identified.	
Financial Pro-forma	xx-xx-xxxx	A three-year financial pro-forma for the combined organizations including key assumptions.	
Synergy Document	xx-xx-xxxx	A summary of key qualitative and quantitative anticipated synergies to be achieved by the combined organizations.	
Board Presentation	xx-xx-xxxx	A presentation and summary document of the above to be presented to the board(s).	
<b>RATE SCHEDULE</b>	<input checked="" type="checkbox"/> RATE PER HOUR/DAY <input type="checkbox"/> FIXED COST		
<b>RATE PER HOUR/DAY</b>	<b>ESTIMATED TIME</b>	<b>ESTIMATED OR FIXED COST</b>	
\$xxx/hour	Estimated hours between xxx – xxx, beginning the week of xx-xx-xxxx and ending the week of xx-xx-xxxx.	Estimated Fees between \$xx,xxx and \$xx,xxx	
Expenses	Out-of-pocket expenses will be pre-approved by all parties in advance of the expenditure.	TBD	