

An Example of a completed SOW Traveler and How to Notate Versions on SOW Documents

SOW UPDATE TRAVELER

Name of Agency: [Indiana Department of Administration](#)

Please check which this applies to your agency:

- My agency does data print.
 My agency does not do data print.

When did/ will changes take effect? [January 21, 2019](#)

Has this been previewed by the IDOA Vendor Manager? [No](#)

Who is the agency contact for this SOW document? [John Smith](#)

Phone: [\(317\) 123-3456](#)

Email: Jsmith@idoa.in.gov

Section	Change	Reason for Change	Notes/ Information
c. PO Boxes	Removing PO BOX- 123 South Street	Removing a PO Box because it was determined that having it delivered directly to the Government Center would be more cost effective.	
d. Mail Stops	Adding a mail stop twice a day- 402 W. Washington Street, Room W468	Adding a mailstop to eliminate the PO Box described above.	This is an existing stop for a different agency.

Sub-Agreement - Scope of Work (V3)

Represented as Exhibit in the Master Services Agreement

Document Purpose: This document is identified as the template referenced in Exhibit B, as the sub-agreement template is to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, as part of this contract.

This Sub-agreement Scope of Work (“this SOW”), entered into by and between _____ (the “State Agency”) and the Anthony Wayne Rehabilitation Center for the Handicapped (the “Contractor”), and reviewed for approval by Indiana Department of Administrative Services (the “State”), in consideration of those mutual undertakings and covenants,

To make it easy to see the version of the scope of the work-
Place the version number with a letter V and then insert the version number.

I. Agency Designees

Agency will list the main point of contact with contact information, and any other contacts for locations, fields (i.e. printing, billing, mail stops, postage, etc.)

State Contact Information:	First/Last Name	Phone #:	Cell #: (if applicable)	Email:
Overall Key Contact/Program Lead				
IT - Primary				
Billing - Primary				
Billing - Secondary				
Print Operations				
Mail Operations				
Scanning				
Contract				

II. Mailing Services

a. Services Provided

i. Inbound Mail

1. Incoming Mail Pickup
2. Inbound Package Induction
3. Inbound Mail Sortation and Delivery
4. Delivery Services

ii. Outbound Mail

Sub-Agreement - Scope of Work (V2)

Represented as Exhibit in the Master Services Agreement

Document Purpose: This document is identified as the template referenced in Exhibit B, as the sub-agreement template is to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, as part of this contract.

This Sub-agreement Scope of Work (“this SOW”), entered into by and between [Agency] (the “State Agency”) and the Anthony Wayne Rehabilitation Center for the Handicapped (the “Contractor”), and reviewed for approval by Indiana Department of Administration (the “State”), in consideration of those mutual undertakings and covenants, to

To make it easy to see the version of the scope of the work-
Place the version number with a letter V and then insert the version number.

III. Agency Designees

Agency will list the main point of contact with contact information, and (i.e. printing, billing, mail stops, postage, etc.)

State Contact Information:	First/Last Name	Phone #:	Cell #: (if applicable)	Email:
Overall Key Contact/Program Lead				
IT - Primary				
Billing - Primary				
Billing - Secondary				
Print Operations				
Mail Operations				
Scanning				
Contract				

IV. Mailing Services

b. Services Provided

- i. Inbound Mail
 - 1. Incoming Mail Pickup
 - 2. Inbound Package Induction
 - 3. Inbound Mail Sortation and Delivery
 - 4. Delivery Services
- ii. Outbound Mail