**ATTACHMENT P: STATEMENT OF WORK (SOW) TEMPLATE**

**New Statement of Work:**

**STATE ENTITY NAME**

This document is an exhibit to the Master Services Agreement, and is deemed to be attached to and incorporated within the Master Services Agreement by reference. Any inconsistency, conflict, or ambiguity between this exhibit and the Master Services agreement shall be resolved by giving precedence and effect to the Master Services agreement.

***Document Purpose:*** *This document is identified as the template referenced in* ***Exhibit C****, 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, the Contractor, and IOT, as part of this contract.*

This Sub-agreement Scope of Work (“this SOW”), entered into by and between the X (the “Contractor”), and reviewed for approval by Indiana Office of Technology on behalf of XX (the “State”), in consideration of those mutual undertakings and covenants, the parties agree as follows:

Identify if you are replacing or adding scope:

Agency Department(s):

Agency Key Contact:

Agency Key Contact name, phone number(s), email, etc.:

Facility Hours of Operation accepting payments:

Description of Project:

Products/Services/Applications to be rendered are the following:

Describe if you are changing or adding POS, WEB, and/or IVR:

**If POS, complete the table below:**

**POS Locations:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Office Name** | | **Address** | **City** | **State** | **ZIP** | **# of POS Terminals** |
| 1 |  |  | |  |  |  |  |

**Type of Pricing Model: Which model will the Entity request: Convenience Fee Model, Merchant Model or Both?**

**Payment Type(s) and Description(s):**

Visa

MasterCard

American Express

Discover

PIN Based/less & Signature Debit

Electronic Checks

Guaranteed Electronic Checks

ACH

**Payment Options:**

Venmo

PayPal

Apple Pay

Amazon Pay

Visa Checkout

Masterpass

Google Pay

Pay with my Bank

Retail Cash

Samsung Pay

Text Payment

QR Code Payment

Voice Payments (e.g. Amazon Alexa)

File Delivery:

Marketing:

Billing:

Merchant Codes:

Reporting:

Fraud Prevention:

Online Admin Tool:

Miscellaneous:

**Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof.

**In Witness Whereof,** Contractor and the State have, through their duly authorized representatives, entered into this Sub-agreement Scope of Work, as represented from the Master Services Agreement for **QPA# .** The parties, having read and understood the foregoing terms of this agreement, do by their respective signatures dated below hereby agree to the requirements thereof.

**Contractor: Participating Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature: Signature:

Printed Name: Printed Name:

Title: Title:

Date: Date:

**Indiana Office of Technology:**

**Contract Manager**

Signature:

Printed Name:

Title:

Date: