|  |  |  |  |
| --- | --- | --- | --- |
| **Agency/Customer:** |  | **Contractor:** |  |
| **Contact Name:** |  | **Contact Name:** |  |
| **Address:** |  | **Address:** |  |
| **Email:** |  | **Email:** |  |
| **Phone:** |  | **Phone:** |  |
| **Fax:** |  | **Fax:** |  |
|  |  | **Contractor website:** |  |
| **Print Assessment Date:** |  | **Period of Performance:** |  |
| **Statement of Work must incorporate the following documents:** |
| 1. NASPO ValuePoint Master Agreement # \_\_\_\_\_\_\_\_\_\_\_\_\_
 | *[Imbed document here]* |
| 1. Participating Addendum # \_\_\_\_\_\_\_\_
 | *[Imbed document here]* |
| 1. Contractor’s Print Assessment
 | *[Imbed document here]* |

**Statement of Work, at a minimum, must include the following elements:**

1. **Introduction:**

*Describe your current environment. What is your inventory, including owned, rented, or leased Devices*

1. **Scope:**

*Include Project scope (i.e. single-function, multi-function printers etc.) and software*

1. **Out of Scope:**

*This Project does not cover the following functions or deliverables:*

1. **Objective:**

*The main objective of this project is:*

*System and procedures will be set up to allow:*

1. **Location:**

*Enter all physical locations of where work will be performed*

1. **Discovery/Assessment**:

 *Contractor will be required to discover/assess Purchasing Entity print environment as described below:*

***Deliverables:***

*Describe the deliverables for Discovery/Assessment*

***Checkpoints:***

*Describe the checkpoints for Discovery/Assessment*

1. **Data Security**

*Include description of data security requirements*

1. **Data Breach**

*Describe any data breach requirements*

1. **Equipment Guarantees**

*Describe downtime, on-site service, response time etc. (****Note:*** *this section must, at a minimum, adhere to the same requirements as outlined in the Master Agreement and/or Participating Addendum)*

1. **End of Life/Equipment replacement**

*Insert description of end of life/equipment replacement process*

1. **Implementation**:

***Deliverables:***

*Describe the deliverables for Implementation*

***Checkpoints:***

*Describe the checkpoints for Implementation*

***User Acceptance Testing:***

*Describe User Acceptance Testing for Implementation*

***Production Rollout:***

*Describe the Production Rollout for Implementation*

1. **Contractor Staff and Support**

*Describe Contractor staff roles and their availability*

1. **Purchasing Agency Roles and Responsibilities**

*Insert description of Purchasing Entity Roles and Responsibilities including:*

***Contacts:***

Project Manager

End-User Representative

System Administrator

Technical Support

***General and Technical Responsibilities:***

*Insert description of Purchasing Entity Roles and Responsibilities*

1. **Performance Penalties**

*Insert description of Contractor Performance Penalties*

1. **Payment**

*Describe billing cycles and invoice information*

This Agreement is entered into by and between the *[Purchasing Agency]*, located at *[Agency address]* and *[Contractor]* licensed to conduct business in the State of Hawaii (“Contractor”), located at *[Contractor address]* for the purpose of providing *Managed Print Services.*

The signatories to this Managed Print Services Agreement represent that they have the authority to bind their respective organizations to this Agreement.

***In Witness Whereof***, the parties hereto, having read this Managed Print Services Agreement in its entirety, including all attachments, have executed this Agreement.

**This Agreement is effective this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_.**

**Initial term of this Agreement is \_\_\_\_\_\_ year(s) or until \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Maximum term of this Agreement is five (5) years, or until \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Contractor Signature | Date | Purchasing Agency Signature | Date |
|  |  |
| Contractor Printed Name, Title | Purchasing Agency Printed Name, Title |