

Statement of Work Prior to Contract

CPO-C S1 v.1

Instructions: Project Manager - complete the top portion of form,
Vendor and project manager - complete either section 2 or 3, whichever is applicable.

1. I am familiar with and have reviewed the following contract matter:

Vendor Name: _____ CDB Project No.: _____
CDB Contract No.: _____
Contract Action: _____ Initial Contract: _____ Change. Change No. _____, Issued on _____

2. By signing below, I affirm that no work which is to be authorized by the above contract action has been performed as of the date of my signature, and that I will not allow any such work to be performed prior to the receipt of a contract document signed by the Chief Procurement Officer.

Date: _____
For the Vendor
Printed Name: _____

By signing below, I affirm that I have not authorized and will not authorize any such work to be performed prior to the receipt of a contract document signed by the Chief Procurement Officer.

Date: _____
For CDB – Project Manager
Printed Name: _____

3. By signing below, I affirm that the following work under this contract action has already been performed:

Date(s) the above work was _____

Reason(s) for performing the work prior to receipt of a signed contract action (Note: attach any emails, meeting minutes, or other documents making it appear work was or was not authorized to start, or summarize any conversations that made it appear work was or was not authorized to start):

For the Vendor
Date: _____
Printed Name: _____

For CDB – Project Manager
Date: _____
Printed Name: _____