**Audit Services Contract (ASC)**

**AGENCY SCOPE OF WORK (SOW) TEMPLATE and INSTRUCTIONS**

**Version 2: February 4, 2013**

1. **Scope of Work. Fill out information and/or data as indicated:**
2. **Purpose**

[Explain to the Master Contractors the purpose of the Agency’s financial audit request.]

1. **Background**

[Like a problem statement, explain to the Master Contractors some background information that helps them understand why the financial audit was necessary. You do not need to share any information at this point that you feel is confidential, but it is important for the Master Contractors to grasp the issue so that they can propose a suitable Work Plan.

Also, indicate any special format, or system that is currently being used that would influence how they propose. Example: Are the records on a mainframe? Are they in an MS Excel format? Are the records accessible via the web with special logon permissions?

If records or documents that need to be audited are only available at certain times, or, are only available at a certain location by appointment only, these are the types of things it will be important to let the Master Contractors know.

What kind of records need to be audited? Example: Accounts Receivable, Accounts Payable, 3rd party vendor receipts, 3rd party reimbursement to the State, etc.?

If one or more 3rd parties are stakeholders (whether State or vendor) in the audit, then please make sure that you include this information.

This is where you will also indicate any data information that will be helpful for them to understand the scope and capacity of their resources that will be needed. Example: The financial records to be audited are located at one site. Or, the financial records to be audited are at 20 different locations and they are (you would list the sites). Or, there are 20,000 records available to be audited. You can see how these variances would affect how the Master Contractor proposes their resources.]

1. **The Agency’s goal for this financial audit service is:**
2. The Master Contractor will complete the requirements as indicated to meet the Agency’s goal through the following objectives (List any objectives):

[From the previous contract, here is an example of a TORFP’s objectives for an Agency:

A) Audit, verify, and report if the 9-1-1 surcharge fees collected by certain wire line/wireless communications vendor, providing service in Maryland, were properly remitted to the State of Maryland; and,

B) To provide recommendations on improvements to reporting requirements to better enable the Agency to verify whether carriers are properly remitting 9-1-1 surcharge fees.]

1. In addition to the General Requirements documented in Section 6.0 of the TORFP, the Master Contractor must complete:

[Without repeating the TORFP Section 6.0 information, here you will list all requirements that you need the Master Contractors to complete. Make sure that you use numbers or letters to list each of your specific requirements.]:

1. [What is the end-date that you feel that the audit services work applicable to this TORFP must be completed by (drop dead date) which includes all: reports and presentations? Fill in the blank below:]

The term of the Task Order Agreement Contract will begin upon a fully executed Task Order Agreement in conjunction with an initial Notice-To- Proceed issued by the DBM Contract Management Office. Upon delivery and after State acceptance of the final deliverable, the term of the Task Order Agreement will end \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. At the State’s facility, the following will be provided:

[Example: A desk, a filing cabinet, and a telephone. Please note for security reasons, unless the Master Contractor completes security procedures and has prior approval to do so, the Master Contractor will be unable to connect their computer equipment to the State Agency’s LAN or WAN.]

1. Travel: Non-Routine Travel is / is not applicable to this TORFP. For Non-Routine Travel, explain why Non-Routine Travel may be necessary. Non-Routine Travel will have prior approval from the TOM before it is utilized by the Master Contractor, even if it is noted in the TORFP by the State and proposed to by the Master Contractors. Once it is used, backup documentation for approval, etc., has to be provided by the Master Contractor when invoiced.
2. Certificate of Confidentiality: All proposed staff of the Master Contractor’s staff to include subcontractors is / is not required to complete this form.

(See the DBM Website under Statewide Master Contracts/Audit Services Contract/OPEN TASK ORDERS/(in the right margin) TO Proposal Forms for a copy of this form.)

1. Non-Disclosure Agreement: All proposed staff of the Master Contractor’s staff to include subcontractors is / is not required to complete this form.

(See the DBM Website under Statewide Master Contracts/Audit Services Contract/OPEN TASK ORDERS/(in the right margin) TO Proposal Forms for a copy of this form.)