



Legal Operations Center  
80 Pine Street  
New York, NY 10005

## **Temporary Legal Services Vendor Statement of Work (SOW)**

### **Development Guidelines**

All Statements of Work (SOWs) should be prepared by the panel vendor. When AIG or an AIG affiliate requires services of a preferred vendor, the SOW template should be used from the MSA. When services are required by an insured, the panel vendor must not use the SOW template because it references the MSA and insureds are not party to the MSA. The vendor must enter into a separate contract with the insured (or their counsel) that incorporates a Statement of Work and MSA pricing.

#### **All SOWs with preferred vendors require:**

- Claim number or TeamConnect matter ID;
- Name of Claims Professional or AIG responsible attorney;
- Name of Insured, if a claim;
- Name of outside counsel and contact information;
- Total estimated hours for each level of reviewer and project manager;
- Hourly rate for each level of reviewer;
- Total budget for the SOW;
- Language that budget will not exceed 105% of estimate without additional authorization;
- Beginning date of a project;
- End date of a project.