ATTACHMENT 1
SCOPE OF WORK

Department or School Name: ____________________________________________

Agreement Terms: Start Date: ______________  End Date: ______________

Scope of Services Requested (What are your needs?)

Detailed Description of Services Objective (How will Supplier meet your needs?)

If applicable, key Deliverables throughout Project (Phases)

If necessary, feel free to attached additional documents to Attachment 1.
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SCOPE OF WORK

Resources to Complete the Scope of Work (I.e. Training, Materials, Headcount)

What is the Final Product for Services Rendered?
(I.e. Database Management, Software, HR Benefits, Data Analysis Report, Architecture Drawings)

If necessary, feel free to attach additional documents to Attachment 1.
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SCOPE OF WORK

Payment Terms:
($ per hours, day, Milestone Rate Specified in an Addendum, Percentage Rate Based on Work Completion, or Fixed Fee)

In full monetary consideration for this SOW and the services performed by the Consultant hereunder, the University shall reimburse Consultant in an amount not to exceed $____________, which is based on:

1. A rate of $________ per _______ for such times as the Consultant actually performs services as called for by this SOW; or
2. A milestone rate specified in an addendum to the Agreement; or
3. A percentage rate specified as follows: __________________________

Note: The total consideration includes all other expenses, including transportation and subsistence expense, which shall be reimbursed to the Consultant in accordance with the reimbursement practices of the University; or as otherwise specified in an addendum to this Agreement.

SOW Approved by (Print Name) __________________ for Contract Executed on ____________________.

“Service Provider” Department/School

By: __________________ By: __________________
Name: __________________ Name: __________________
Title: __________________ Title: __________________
Date: __________________ Date: __________________

NOTE: This would articulate the incorporation of the standard University terms & conditions (PO boilerplate).

If necessary, feel free to attached additional documents to Attachment 1.