

**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)

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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)

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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: _____

NOTE₁: This would articulate the incorporation of the standard University terms & conditions (PO boilerplate).