

Contractors/Consultants
Scope of Work and Essential Information
Form must be attached to your purchase requisition

Name: _____

Department: _____

Extension: _____

Project Title: _____

	TOPIC	PLEASE PROVIDE THE FOLLOWING PROJECT DETAILS
1	Description of Services	Introduction and Background- Project Description and objectives
2	Period of Performance	Start and End Date for the Work (Timeline, Schedule-Project Milestones) <ul style="list-style-type: none"> • Period of Performance • Review • Project Completion
3	Place of Performance	List all locations where work will be performed

4	<p align="center">Schedule of Tasks</p>	<p>What tasks will the consultant be responsible for? What are the District's responsibilities?</p>
5	<p align="center">Supplies and Equipment</p>	<p>List which District supplies and equipment will be used (if any)</p>
6	<p align="center">Phases of the project</p>	<p>Estimated Project Kick off and Dates:</p> <ul style="list-style-type: none"> • Research • Design/Build • Implementation • Training • Project Handoff to District
7	<p align="center">Acceptance Criteria</p> <p>Acceptance Criteria are criteria that includes performance requirements and essential conditions which must be met before project deliverables are accepted.</p>	<p>Define acceptable work performance and completion Acceptance criteria are conditions that are used to determine if the work has been completed in accordance with the contract requirements. These criteria can be measured, achieved will prove that the work is complete.</p>

8	Project Management	<p>Project Manager</p> <ul style="list-style-type: none"> • Meetings (frequency) • Status Reports (frequency and content) • Issue Management (i.e., issues log and/or project memos) • Change Management process • Communication Management • Resource Management
9	Work not included in the project	Describe any work that should not to be included in the project.
10	Payment Schedule (for information purposes only)	<ul style="list-style-type: none"> • Rate computed by job, month, day or hour • Incremental payments- identify basis (number of hours or completion of tasks) • Dollar amount for other expenses (include maximums) such as reimbursable expenses. Reimbursable expenses must be clearly defined.