APPENDIX A
SCOPE OF SERVICES

1. SCOPE OF WORK / SERVICES:
Describe the work the Contractor will perform: __________________________________________

What is the Contractor’s responsibility as an end result of contract? __________________________

Where will the service be performed (name site)? __________________________________________

What is the period, phases, tasks, etc. of performance? ____________________________________

What is the University department’s responsibility (facilities, resources, software)? ___________

If applicable to instructors, provide the course titles, dates, and time. __________________________

Will there be any reports or deliverables required? (Circle one) Yes No
If yes: Describe and List the reports or deliverables to be received. __________________________

Describe how reports/deliverables will be delivered. _______________________________________

Who will they be delivered to? __________________________________________________________

When will they be delivered? ___________________________________________________________

How often/schedule? _________________________________________________________________

Does the payment directly relate to the services performed? _______________________________

2. GOALS (Detail the overall end result of the project/services of the contractor):
The goal is to ________________________________________________________________

3. OBJECTIVES (What are you trying to accomplish? What objectives will be met to meet the goal?):
The objectives are: (1) _______________________________________________________________

(2) _____________________________________________________________________________

(3) _____________________________________________________________________________

4. PERFORMANCE INDICATORS (Indicate what will be used to measure performance of each objective):
The performance of the Contractor will be measured by ________________________________

5. MONITORING PLAN
Who will monitor the Contractor’s performance (Name)? _________________________________

E-mail address: __________________________________________ Phone #: (225) ________________

How will the performance be monitored? ________________________________________________

How often will the performance be monitored? ___________________________________________