



## SCOPE OF WORK GUIDE

The Scope of Work is a description of the services that the Contractor will be providing and specific deliverables required to achieve the District's desired result. A vague or inadequate Scope of Work can be a major cause of disputes, claims and counter-claims between contracting Parties. Without a clear Scope of Work, the District's expectations may not be met or the Contractor may be faced with demands for more services than he/she intended to perform. The services should not start until the contract is signed.

It is the Requester's responsibility to ensure that a clear and complete Scope of Work is negotiated prior to the signing of the Agreement. This gives each Party an opportunity to clarify ambiguities or correct misunderstandings before any services have been initiated. If the Requester is completed the Request for Contract form on behalf of his/her immediate supervisor, Requester should work with his/her supervisor to complete the Scope of Work. The Scope of Work should be clear, understandable, and detailed. It should include some or all of the following:

- **Duties and Responsibilities (Tasks to be Completed)**
  - What are the services that will be performed for the agreed-upon fee?
  - What is the overall goal?
  - What tasks should be completed along the way (milestones)?
  - What needs to be done to accomplish each task?
  - Is there compensation amount(s) tied to each task (or percentage of work)?
  - Does the Contractor need to check-in with the District or attend meetings?
  - How should the Contractor check-in? Via email? Via phone? In-person?
  - What is the District's responsibilities?  
Define what the District is providing. For example, access and/or data to the Contractor.
  
- **Timeline**
  - What is the start date/end date?
  - What is the start time/end time (if applicable)?
  - What are the specific due dates of each task?
  - What happens if the Contractor misses a due date?
  
- **Deliverables, Performance Milestones & Proof of Completion**
  - What is the Contractor providing to the District and how will it be provided?
  - When will each deliverable be provided?
  - Who owns the deliverables? (property rights of the deliverables)
  - What happens if the Contractor does not provide them?
  - Are there any qualitative or quantitative outcomes that the Contractor should be providing?