

**APPENDIX A
SCOPE OF SERVICES**

REQUISITION #: _____

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? (Check 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 #: _____

How will the performance be monitored? _____

How often will the performance be monitored? _____