

The Scope of Services should be clear, understandable, and detailed. It should include some or all of the following:

- Duties and Responsibilities
 - What are the services that will be performed for the agreed-upon fee?
 - Are there any services that will not be performed?
 - Who will be paying for the Contractor's expenses?
 - If the Contractor is being reimbursed for expenses, what specific expenses will be reimbursed?
 - Are receipts required?
- Goals
 - What is the overall goal?
- Tasks to be Completed
 - What tasks should be completed along the way?
 - What needs to be done to accomplish each task?
 - What is the compensation amount 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?
- Timeline
 - What are the specific due dates of each task?
 - What happens if the Contractor misses a due date?
- Deliverables
 - What is the Contractor providing to the District?
 - In what format?
 - How will it be provided?
 - When will each deliverable be provided?
 - Who owns the deliverables? (property rights of the deliverables)
- Outcomes
 - Are there any qualitative or quantitative outcomes that the Contractor should be providing?
 - What happens if the Contractor does not provide them?
- Compensation
 - Will Contractor be paid upon completion of all the services? Or in pieces?
 - What is the timing of the payments?
 - How often will we receive invoices?

Since the Contract Initiator is the subject matter expert, District Purchasing, will look to you to provide this type of detail. (The vendor may be able to provide much of the information.)