

Sample Scope of Work Format

Scope of Work for Services

The following is an outline of the types of information that should be included in a scope of work for purchase of professional or other services:

1.0 Scope and Intent

1.1 Scope: Identify and explain the service that is requested.

1.2 Intent: State the use of the service and the department(s) that will utilize it.

2.0 Definitions and Applicable Documents

2.1 Definitions: Define technical and critical terms if necessary

2.2 Applicable Documents: List and reference all documents referred to in the scope of work including title, edition or issue number, year of publication and publisher or originating organization. If necessary, state the location of documents.

3.0 Requirements

3.1 Performance: Address the specific tasks, sub-tasks, parameters and limitations, which must be considered in producing the service or final project. Such factors as the following should be included: Details of work environment; · Minimum or desired qualifications; · Amount of service needed; · Location of service; · Definition of service unit; · Time limitations; · Travel regulations or restrictions; · Special equipment required; and · other factors affecting service requested

4.0 University Provided Materials or Services

4.1 List any plans, reports, statistics, space, personnel, or other University-provided items that must be used by the contractor.

5.0 Deliverables, Reports and Delivery Dates

5.1 Identify the specific delivery dates for all service the contractor must furnish. Be clear about the expectations of the University's for the contractor's performance. Document any deliverables that must be provided to NMSU.

6.0 Quality Assurance

6.1 Test Requirements: List any testing requirements including sampling, inspection, laboratory certifications and other quality control requirements

6.2 Remedies and Penalties: List all remedies available to NMSU for non-compliance with Scope of Work. Detail potential penalties to vendor for failure to perform or comply.