

SCOPE OF WORK

The purpose of Attachment B: Scope of Work is to define clearly, concisely, and completely all the obligations of the parties with respect to the effort to be performed.

The scope of work needs to be sufficiently detailed, wherein a person who is unfamiliar with the situation will be able to clearly see everything that is (or is not) included in the contract.

The scope of work needs to include an accurate and detailed description of the essential and technical requirements that the contractor must meet.

Vague references such as "prepared to our satisfaction" or "in a timely manner" need to be avoided.

It needs to be written with language which is free from ambiguity and redundancy.

The scope of work is: (1) what the contractor agrees to do, (2) what the contractee agrees to do, (3) it is instructions to the contractor, and (4) it is the specifications of the contract.

In other words, the scope of work should contain all the details of the contract.

The scope of work must have a breakdown of costs. The scope of work should divide the contractor services into billable tasks or billable units, such as a price list of equipment or supplies or a list of hourly rates for services.

The billable tasks might have specific dollar amounts associated with each task, which will be paid upon completion of each task.

The following are example ideas only.

A scope of work might include details about things like:

- Who will do the services?
- What services are to be provided?
- What is and isn't included in the services?
- When will the services be provided?
- Why are the services be provided?
- How will the services be provided (methodology)?
- Where will the services be provided?
- How often will the services be provided?
- Who will receive the services?
- Who will schedule the services?
- What are the payment terms and details?
- What insurance requirements are included?
- What are the liability issues?
- How many things the contractor is to do (quantity)?
- Who are the key contact people?
- How will problems be address and/or resolved?
- What procedures are to be followed?
- Safety and liability issues?
- What are the limitations of the services being provided?
- etc. etc.