

# Scope of Work Guidelines

## Purpose

The scope of work should consist of a highly tailored series of carefully worded statements that answer the following questions:

- What work is to be done?
- What are the deliverables?
- Who is going to do it?
- When is it going to be done?
- How will it be done?
- How can you tell when it is done?
- How much will it cost?

## Duties and Responsibilities

The purpose of this contract paragraph is to define the duties and responsibilities of the subrecipient. Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. Identify project phases, staff, contracted services, and needed regulatory permits or approval.

## Tasks

Tasks are the activities and milestones that need to be completed to accomplish the contract objectives. Tasks are the narrative description of the spectrum of services to be rendered or work to be performed. Tasks can be structured by milestones, deliverables, or process. Clear definition of the tasks is a must in order to eliminate the possibility of the scope changing or growing. Indicate the monitoring activities related to measuring project effectiveness.

## Time Frame

Some contracts are unsuccessful not because the contractors fail to meet their objectives, but because they fail to do so in a timely manner within the agreed upon deadlines. Time schedules in any contract are as important as deliverables or payments.

Provide a project time schedule for the project tasks and deliverables. The format of the schedule may be either a list of activities, table or flow chart. If desired, the schedule can be included in project implementation section.

Always clearly specify contractor submission requirements, the project period and milestone dates within that period. This technique prevents errors and misunderstandings.

Examples of time frames are:

- Within thirty calendar days after contract start date
- Within five working days after the end of every month
- Specific date
- Completed within one year from date of contract execution by both parties
- 30 days after the project end date or contract end date

## **Deliverables**

Deliverables are the “outputs” or the “end products” of the contracted work and are evidence of a contractor’s performance in meeting the requirements of the work they were contracted to complete. Most deliverables take the form of a tangible product (written report, hardware, software, data, etc.).

Deliverables should always be defined in the contract or in a separate mutually agreed document incorporated by reference in the contract. Since the definition of the deliverables is the primary yardstick for contractor performance, all other contractual protections rely upon this definition.

Deliverables should be:

- Specific
- Have clear instructions regarding their submission
- Clearly define the manner and standards by which the Agency will determine whether they are acceptable