

## SCOPE OF WORK/STATEMENT OF WORK "SOW"

A SOW is in the area of an **agreement or documentation** where the work to be performed is described.

Purchasing "PSC" requests the following information be included and reserves the right to require additional information. The purpose of a well-defined SOW is to reduce the number of change order requests and to ensure both parties understand the obligations/services being provided.

SOW should include, but not limited to;

- Objectives/Outcomes in terms of a service, product or time commitment, and clarifies an acceptable outcome.
- Obligations of parties – how the goals will be met
- Milestones
- Deliverables
- Criteria used to determine whether deliverables are acceptable and how they will be accepted
- Reports
- Specific Tasks/Requirements by Tasks by Resource (University vs Supplier)
- Period of Performance
- Location of work and resources, equipment, and facilities needed
- Resources and Testing
- Timeline/Due Dates/Schedule
- Detailed pricing (itemized, Discounts, Rates hourly/# of hours/Resource...etc.)

**NOTE:** HR SOW is an internal "University" form. It is used for HR purposes when a service provider who are individuals or sole proprietors are operating under their Social Security Number. PSC **cannot** modify/amend or use the HR SOW as an official SOW to process a Purchase Order or a Request. However, purchasing "PSC" will need an executed copy, when applicable. Purchasing requests, a SOW on supplier paper or on a document that is agreed upon by both parties. In the event legal terms are stated, PSC will negotiate and amend accordingly.