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.