



Use this form when requesting services uniquely customized for your specific needs. Examples include consulting services, customized training, program evaluations, computer programming services, etc. Please complete this form electronically and print. Submit this form to Purchasing with a Web Requisition. For details on what to include in your Scope of Work, see page 2.

Department Information

Requisition Number: _____	Request Date: _____
Contact Name: _____	Contact Phone: _____
Department: _____	Extended Zip: _____

Scope of Work

A Scope of Work is a document containing detailed specifications for the customized service you require. In the space provided below, please write a Scope of Work that describes, in detail, exactly what services you need. Details about what information should be included are on page 2 of this form. Purchasing will use this information to obtain proposals and pricing from vendors. This information may also be used at job completion to determine whether or not the vendor met your needs satisfactorily. The more details you provide, the less likely there will be misunderstandings, delays, or cost overruns and the more likely your project will be completed satisfactorily, on time and at a price that fits your budget.



Scope of Work Details

When writing your specifications for the customized service you require, please consider including any of the following that applies.

Who

- Name one or more vendors who can provide this service

What

- Describe in detail exactly what services you require
- Include all technical details when applicable
- Is there any type of tangible product that will need to be delivered (such as computer disks, reports, etc.)?
- Is there some product or data you will need to provide the vendor?
- Provide a step-by-step explanation of the work the vendor will be required to do
- Specifications should be clear, exact and detailed

Where

- Describe where the service will take place
- Will it be on-campus or off-campus?
- Will you require the vendor to use their own equipment or will the University provide the equipment to be used?
- Will you pay the vendor for travel expenses?
- Do travel expenses include airfare, rental car, gas, parking, hotel, food, or other expenses?
- Will the service take place at multiple locations?

When

- Describe when the service should begin and when it should be completed
- Provide a timeline with detailed milestones (if applicable)
- If there is some product or data you will need to provide the vendor, when will you have it ready?
- If there is any type of tangible product that will need to be delivered, when do you need delivery of that item?

How Much

- What is your budget for this project?
- Is there a budget cap or maximum amount you can spend?
- Do you expect to make multiple payments as each milestone is completed?
- Do you expect to make a deposit before work begins?
- Do you expect to make only one payment at job completion?

More

- Is there any more information you can provide?