



Form 3210 FR.05

**Professional Services and Consulting Agreement (PSCA): Exhibit A
Scope of Work (Services, Milestones, and Deliverables)**

Revised 10/23/2017

Supplier Name: _____

Department Name: _____

Project Name/Type of Service: _____

Overview

Project Description, Research Scope, or Business Need

Description of Services

What will the service provider do for the University? (e.g. analyze, design, survey, interview, write, organize, train, speak, etc.)

Milestones/Deliverables

Phase completion, report delivery, survey output, analysis, conclusion, etc.

Checkpoints/Approvals

Review of report, analysis, or phase output prior to authorizing payment

Payment

Hourly/monthly rates and anticipated time dedicated to the service, frequency, payment per milestone/phase or deliverable, breakdown of any additional costs

Additional Information as Needed

Explicit language, added provisions, requirements, etc.