

COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 3-4

1. **Procedure Title:** Scope of Work/Statement of Work
2. **Procedure Purpose and Effect:** To advise the University community of the factors that should be addressed in a statement of work attached to an Independent Services Agreement, Purchase Requisition or Services Agreement (where CSU is the service provider).
3. **Application of Procedure:** This procedure applies to the Office of Contracting Services and the department procuring the services or providing the services.
4. **Exemptions:** None.
5. **Definitions:** None.
6. **Procedure Statement:**

The statement of work attached to an Independent Services Agreement, Purchase Requisition or Services Agreement should address the following topics:
 - A. A description of the project including the purpose of the contract and benefit to the University
 - B. Identification of the products, deliverables and services to be performed/delivered
 - C. Identification of who will be completing the work
 - D. Instructions, specifications or requirements for the deliverables
 - E. Timeline for completion of each deliverable, product or service
 - F. Description of what happens if timeline is not met
 - G. Amounts and schedule for payment, description of the event or date that triggers payment
 - H. Quality/standards for acceptance of the services, products or deliverables
 - I. A mechanism for correcting/modifying unacceptable deliverables.
7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.