COLORADO STATE UNIVERSITY-PUEBLO
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.

   Contract Monitoring (Scope of Work) is the responsibility of the procurement department procuring the services. Monitoring includes managing the contract and outcomes to be measured to ensure contract compliance. The attached form includes the necessary elements for measuring compliance and is recommended to be used. Departments are allowed to create something similar.

7. **Reference and Cross-References:** None.

8. **Forms and Tools:** https://www.csupueblo.edu/purchasing/procurement-services/contract-forms.html.