

## APPENDIX A: SCOPE OF SERVICES

CONTRACTOR NAME: \_\_\_\_\_ Requisition # \_\_\_\_\_

BEGIN DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

MAXIMUM CONTRACT AMOUNT (Inclusive of travel), Not to exceed: \$ \_\_\_\_\_

Reimbursable Travel Amount (if applicable), Not to exceed: \$ \_\_\_\_\_

**PAYMENT TERMS:** (check as appropriate) \_\_\_\_\_ one lump sum payment upon completion of services, \_\_\_\_\_ Specified Installment \$ \_\_\_\_\_ (Hourly, Daily, Weekly, Monthly Rate), \_\_\_\_\_ multiple installments based on completion of tasks (**must** provide details/list tasks), or \_\_\_\_\_ other (**must** provide details)  
\_\_\_\_\_ detailed payment terms are attached.

**PAYMENT WILL BE MADE ONLY UPON APPROVAL OF: (Type Name, Title, Address, Email)**

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**DESCRIPTION OF SERVICES** (Describe the work/task the Contractor will perform, where will the services to be performed and what is the University department's responsibility; Use complete sentences):

**GOALS** (Describe the end results of this project/service):

**OBJECTIVES** (SMART – Specific, Measurable, Aggressive, Result-oriented & Time-bound target(s) for accomplishment):

**PERFORMANCE INDICATORS** (Indicate how the performance of each objective is to be measured):

**MONITORING PLAN** (Describe how you will evaluate and monitor the Contractor's performance):

**UL LAFAYETTE PROJECT MANAGER** – Personnel responsible for monitoring the Contractor's performance by providing oversight of the activities conducted Monitoring the contract in connection with the contract:

Project Manager Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_