**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:** Contractor payments are scheduled as follows (check as appropriate)

\_\_\_\_\_\_ One lump sum payment upon completion of services

\_\_\_\_\_\_ Fixed Rate $\_\_\_\_\_\_ Hourly $\_\_\_\_\_\_ Daily $\_\_\_\_\_\_ Weekly $\_\_\_\_\_\_ Monthly

\_\_\_\_\_\_ Multiple installments based upon completion of tasks (**must** provide details/ amounts/ list tasks/ dates attached)

\_\_\_\_\_\_ Other (detailed payment terms are attached)

**DEPARTMENT INVOICE APPROVER (Type)**

 **Name:**

**Title:**

**Department:**

**Address:**

**Email:**

**DESCRIPTION OF Services** (Use complete sentences in present tense form, refrain from our, we, I and spell out any abbreviations) – Details can be attached separately.

(Describe the work/task) The Contractor will be responsible to perform/provide for UL Lafayette (Department name).

The services will be performed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (where/location).

The Contractor will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide end result of contract).

The University Department will be responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide facilities, equipment, software, etc.)

**Deliverables (Contractor will deliver the items as described below (or per attached)**

Describe and list the reports or deliverables to be received

Schedule of dates when reports/deliverables are to be received

Describe how the reports or deliverables are to be received and to Whom

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

The goal(s) of this project/service is to ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The objectives are: 1.

 2.

 3.

**Performance Indicators** (Indicate how the Contractor’s performance of each objective will be measured)

The performance of the Contractor will be measured by

**Monitoring plan** (Describe how you will evaluate and monitor the Contractor’s performance)

The University’s Representative for overseeing the Contractor’s performance is (Who/Name) (Title) ­ ; whose University email address is , and phone number is ( ) . He/ She will be responsible for monitoring the Contractor’s performance throughout the contract period by (Describe how will the Contractor’s performance be monitored and How Often).