**UC Berkeley “Simple” Statement of Work**

A Statement of Work (SOW), typically used for [purchasing services](https://supplychain.berkeley.edu/campus/procurement), clarifies the department’s needs and expectations, avoiding ambiguity and future disputes.

*Note: SOWs must avoid binding contractual clauses/language (including, but not limited to: payment terms, intellectual property (IP), insurance, indemnification, termination, marketing rights, limitations on liability, dispute resolution, solicitation of employees, warranties, force majeure, etc.)*

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| **Project Scope/Deliverables**: Describe the work being provided, including any work plan. Define required deliverables, if any, and their due dates.  Set an unambiguous schedule, milestones, performance standards, reporting requirements, acceptance criteria, and due dates.  Identify any project issues you have encountered or anticipate that may impact the work, such as intellectual property issues, insurance, deliverables, or any special considerations that should be identified. |  |
| **Period of Performance**: List the start (provide enough time for submission, review and approval) and end date for the entire project | Start Date:  End Date: |
| **UCB Project Manager**: Indicate the name, e-mail and title of the designated UCB employee who has authority over the work and who can serve as a technical contact for the Supplier during the project, if needed. | Name:  Email:  Phone #: |
| **Supplier Contact**: Indicate the name, e-mail and phone number of the supplier employee who will service as the technical contact during the course of the agreement with UCB. | Name:  Email:  Phone #: |
| **Physical Location**: Describe or provide an address where the work will be performed (UCB Campus, other UC Campus, CA, US-Out of State or International) |  |
| **Supplies and Equipment**: If supplies and equipment will be used, list them, including delineating those furnished by UCB and to be furnished by the Supplier or other sources. |  |
| **Payment Rate**: State the dollar amount computed by job, milestone, month, day or hour. Any upfront payments should be avoided. It is also recommended that payments be tied to completion of milestones and/or delivery of deliverables when possible. |  |

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| **Total Not to Exceed**: State the total dollar amount that the purchase order cannot exceed. Provide an accurate estimate to avoid change orders that may slow down payments to the supplier if the purchase order becomes over invoiced. |  |
| **Payment Schedule**: This should be mutually agreed-upon. As stated above, any upfront payments should be avoided and it is recommended that payments be tied to completion of milestones and/or delivery of deliverables when possible. |  |

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| **Milestone** | **Expected completion date** | **Fees** |
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1. Total Fees: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Reimbursable Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total costs not to exceed: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_