

Contracts;

Exhibit A

Description of Services

&

Payment Schedules





Contract Exhibit A:

- **The Description of Services**
 - What does this mean?
 - How do I write a good one?
- **The Payment Schedule**
 - The difference between the total dollar amount of the contract and the payment schedule

What is a “Description of Service”?

- **Sometimes called a Scope of Work**
- **States the goal or objective of the work**
- **Gives a high-level pathway by which the goal will be reached (deliverables - details)**
 - *Includes things like: timelines, milestones, locations, dates, times, content*
- **Provides clarity for *both parties* to understand the expectation of contract**






A deliverable is a pathway to achieve the goal/objective.

Questions to ask when developing deliverables:



- **What are the steps needed to reach the goal/objective?**
 - **What is the form and/or function of (each) deliverables?**
 - **How will the deliverable be achieved?**
- 

Other things to think about...

- **Who will be responsible for the work? Will both parties be responsible?**
 - You can either use their name or call them “Service Provider”
 - Sometimes the University will do part of the work toward the goal/objective – those parts may need to be identified in the contract
- **Expectations of the work (examples):**
 - Timeline(s)
 - Proposals, scope of work, quotes, etc.
 - Reporting
 - Milestones
 - Deadlines
 - Who will approve/sign off that the work is done satisfactorily



Example:

Goal/objective:

The College of Business will facilitate a tax workshop regarding changes in agricultural taxes & how these changes may affect Nebraska farms & ranches.

Deliverables:

- Location – Holiday Inn Kearney
- Dates – October 4th, 2019
- Time – 9:00 am – 4:30 pm
- Content – tax changes affecting farms & ranches

Other details –

Service Provider will:

- Present the information
- Provide workshop materials (booklets)

University will: provide for the Service Provider:

- Hotel room for 1 night
- Evening meal will be reimbursed (per University policy – see below)
- Breakfast and lunch will be provided to the Service Provider at the workshop.



Stack it up!



Goal/Objective

Tax Workshop about tax changes and how they affect farms & ranches

Primary Deliverable(s)

Dates, location, time, content, materials

***Secondary Deliverable(s)
(etc.)***

Travel reimbursement, Service Provider accommodations



Also, include the **University Travel & Reimbursement Policy**

Here are a couple of examples:

- Service Provider agrees to comply with applicable University policies and procedures, including, but not limited to those stated in the University of Nebraska Travel Policy (<https://travel.unl.edu/policies/reimbursement-policy>). The University, in its sole discretion, may decline to reimburse incidental or reimbursable expenses that fail to comply with applicable policies and procedures.
- **No expenses shall be reimbursed under this contract unless agreed to in writing by both parties.**
- Found in the *Box Folder* with the contract templates.

Amendments too...

First: Purpose of the Amendment

- Extend or renew?
- Additional goal/objective, or
- Change in the goal/objective?

Next: New or additional deliverables to help meet the goal/objective?

Last: Change in payment?

- Yes or No? (*If “No”, be sure to clearly state this*)
- State the additional amount
- State the sum total of the original & additional amounts



Payment Schedules



TOTAL DOLLAR AMOUNT	PAYMENT SCHEDULE
Spend of overall contract (on front page of template)	How many payments? (Example: 12 payments)
Found within the T's& C's of the contract	Invoice approval (by whom?)?
Our template – found first page	% up front (before work begins)?
	Paid in full upon completion?
	Monthly, quarterly, annually?
	Milestone(s) met?
	Specific dates?
	Timeline met?

 Deliverables, project or contract goals/objectives should NOT be put in the Payment Schedule.

Questions?

