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
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

Primary Deliverable(s)

Secondary Deliverable(s) (etc.)

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

Dates, location, time, content, materials

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](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

<table>
<thead>
<tr>
<th>TOTAL DOLLAR AMOUNT</th>
<th>PAYMENT SCHEDULE</th>
</tr>
</thead>
</table>
| 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.***]