

DEVELOP A SCOPE OF WORK

Fill in the answers to the questions below. Be specific in your answers (not every question may be applicable).

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| 1. What is the purpose of the contract? |
| 2. What services will the Contractor provide? |
| 3. When will the services be provided? |
| 4. What time(s) will the services be provided? |
| 5. What are the deliverables? |
| 6. When are the deliverables due? |
| 7. Where will the services be provided? |
| 8. Who will receive the services? |
| 9. Will the Contractor provide any supplies, handouts or other materials? |
| 10. Will WESD provide any supplies, handouts or materials? |
| 11. When will the work start and end? |

DETERMINE ESTIMATED CONTRACT VALUE

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|----------------------|---|
| \$0 - \$10,000 | No bidding requirements; 3 verbal quotes are recommended |
| \$10,001 - \$25,000 | 3 verbal quotes are required – complete the Verbal/Written Quote Summary |
| \$25,001 - \$150,000 | 3 written quotes are required – complete the Verbal/Written Quote Summary |
| Over \$150,000 | Contact Executive Director of Business Services – RFP and Board approval are required |

Estimated Contract Value: \$_____