ATTACHMENT 1
STATEMENT OF WORK / SCOPE OF WORK (SOW)

Department or School Name: _____

PI or Project Name: _____

Project Start Date: _____   Project End Date: _____

ARC Requisition #: _____   Supplier Name: _____

Note: Project dates should not begin prior to the issuance of an official University Purchase Order. Explain any different schedule in the description below.

Describe the work to be performed by the Supplier, list any specific project goals, objectives, and any related phases for which the Supplier is responsible.

Describe key deliverables/expectations/milestones to be furnished by Supplier (i.e. reports, data, websites, applications, executive candidates, completed services, and timeframes/milestones, etc.)

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STATEMENT OF WORK / SCOPE OF WORK (SOW)

Indicate Columbia resources required to complete the Scope of Work (i.e. software, systems access, equipment, workspace, staff, etc.)

What is the final product provided by the Service Provider (i.e. training, web design, research, software coding, programming, photography, videography, marketing, graphic design, etc.)?

ATTACHMENT 1
STATEMENT OF WORK / SCOPE OF WORK (SOW)

Payment Terms

In full monetary consideration for the performance of this SOW by the Service Provider hereunder, the University shall reimburse the Service Provider in an amount **not to exceed** $_____, which is based on *(**select one below**)*:

- ☐ A fixed fee including all costs; or
- ☐ A rate of $_____ per _____ (i.e. hour/day/month, etc.) for such units of time as the Service Provider actually performs services as called for by this SOW; or
- ☐ A milestone rate schedule as specified in an addendum to the Agreement; or
- ☐ A percentage rate schedule specified as follows: _____
- ☐ The attached detailed payment schedule as agreed by the Parties

Note: The total consideration provided in this SOW includes any and all related expenses, including travel, transportation and subsistence expense, which shall be reimbursed to the Service Provider in accordance with the reimbursement practices of the University; or as otherwise specified in an addendum to this Agreement.

"Service Provider"	Columbia University Department/School (Business Owner)
Sign: _____	Sign: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

NOTE: *This SOW is governed by the Terms and Conditions of the attached Agreement between the parties. If no such formal Agreement has been agreed upon by the parties, the Columbia University Purchase Order terms and conditions shall govern. See details at the link: https://www.finance.columbia.edu/content/purchase-orders-terms-and-conditions.*

Attach any additional details, explanatory information or supplier proposal to best document the Scope of Work with specific details for this engagement.