

SAMPLE DOCUMENTS:

a) Scope of Work

**Scope of Work**

The Evans School is contracting Jane Doe; a researcher with expertise in education policy, education finance, and education leadership and experience performing case study fieldwork; to assist in the performance of a series of interviews for the School Finance Project. The consultant will:

- 1) Participate in one 1- to 4-hour training session.
- 2) Perform case study interviews with district officials (superintendent, chief academic officer, chief financial officer, human resources director, school board president, teacher's union president, and others as applicable) in 4 districts and school officials (principal and school business officer, if applicable) in approximately 18 schools in Oregon. Activities to be performed in association with this work include:

- Reviewing study materials on the state, districts, and schools
- Contacting potential study subjects and scheduling interviews
- Traveling to study districts and schools
- Taking notes on and audio taping semi-structured interviews per the training and interview protocol
- Summarizing each interview with a paragraph or two of the major findings

The contractor shall commence work on the case study interviews by April 1, 2010 and complete all initial interviews on these case studies by September 30, 2010. The contractor shall be available to re-contact study subjects through December 31, 2010. The contractor will be paid \$75 per hour, with the total amount not to exceed \$25,000.

I agree to this scope of work and certify that I do not currently work for the State of Washington and have not worked for the University of Washington in the current calendar year.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

b) Scope of Work

**Scope of Work**

The Nancy Bell Evans Center at the Evans School of Public Affairs needs to hire Jane Smith to investigate the need for and design of a proposed advanced leadership and management course for nonprofit executive directors hosted by the Nancy Bell Evans Center. The consultant will:

- 1) Perform research related to developing non-profit related curriculum.
- 2) Perform interviews and conduct focus groups to gather information relating to the design of an advanced leadership and management course for nonprofit executive directors.
- 3) Develop a series of drafts of curriculum outlines based on information gathered from research, interviews, and focus groups.

The contractor shall commence work on the case study interviews by May 1, 2010 and complete all work on the project by October 31, 2010.

The contractor will be paid a total of \$65 per hour throughout the duration of the contract. Operational costs, including transportation and mileage costs, are the responsibility of the contractor. The costs for the contract are not to exceed \$5,000.

I agree to this scope of work and certify that I do not currently work for the State of Washington and have not worked for the University of Washington in the current calendar year.

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Signature

Date