**Schedule A**

**Scope of Services**

**Description of Services and Deliverables**:

[Provide a detailed description of the services that are expected from the Provider; list any expected deliverables; and, if applicable, indicate if the Provider will have access to any Personally Identifiable Information (PII) as defined by the University at <http://technology.pitt.edu/security/guide-to-identifying-personally-identifiable-information-pii>.]

**Location(s):**

[Identify the location(s) where the services will be performed.]

**Acceptance Criteria / Acceptance Testing Procedures:**

[If applicable, identify any procedures/requirements for the testing and acceptance of the Services and/or Deliverables that are required by the University before the Services or Deliverables are deemed to have been accepted.]

**Dates/Deadlines/Milestones and Time(s) of Services:**

[Identify the date(s) when services are to be performed including any required deadline/milestone schedules. If applicable, specify the time(s) of day when services are to be performed.]

**List of Key Personnel:**

[If applicable, identify the names and contact information for Provider and University’s key personnel (*e.g.*, a specific project manager).]

**Fees and Payment Terms**:

[Identify the fees/rates applicable to this Scope of Services. As a default, Section 2 of the Agreement provides payment terms chosen by the Provider.

As a drafting tip, you want to (a) clearly establish the compensation to be paid to Provider and (b) include any limits on compensation (*e.g.*, Provider’s total compensation shall not exceed $X.XX without prior written authorization from the University.)

For fixed fee arrangements, strongly consider detailing an installment payment schedule tied to project milestones to avoid the risk of paying 100% of the fee up-front.

For time and materials based arrangements, clearly identify the rate basis (e*.g.*, $X.XX per hour, $X.XX per day, $X.XX per type of service, etc.).]

 **Expenses**:

[If the University will reimburse Provider for expenses, describe here the expenses that will be considered reimbursable and not reimbursable, including any pre-approval requirements and/or limits on the total amount of expenses that will be reimbursed. If expenses will be reimbursed, also include the requirement that no reimbursement for expenses shall be provided unless Provider substantiates the expenses claimed by submitting to the University receipts or other documentation acceptable to the University in its sole discretion. It is recommended that all costs, including reimbursement for travel, lodging, etc., be part of a not-to-exceed amount.]