

FIVE COLLEGES, INCORPORATED  
SCOPE OF SERVICES – IDEAS AND EXAMPLES FOR CONSULTING AGREEMENTS

Scope of services for consultant contracts should be as specific as possible.

The questions to answer are:

- What are this person's ACTIVITIES
- What are they delivering?, if anything
- What does it say in the GRANT the consultant will do?
- What is measurable?

And most important

- How will we know when the consultant's work is complete? That is, is it a question of being on-call over a particular period of time to answer questions and provide resources/references, lead meetings, make presentations? Or is it a prescribed set of activities which when completed will fulfill the agreement?

Please keep these ideas in mind and share as appropriate with any program manager responsible for writing Scope of Services in consulting agreements.

Examples:

- Facilitate x number of meetings (or a range 5-10 meetings) on x subject for x cohort
- Meet with ---WHO, about WHAT, how many TIMES approximately
- Provide research – describe exactly on what and the source material if known.... For example, “Pattern-making in the 19<sup>th</sup> century...” or “The role of women in the Civil War-era military”
- Lead seminar(s) of approximate length (1/2 day...etc.)
- Provide web content
- Reports with deadlines
- Teach on a x subject to x students in x setting, how many classes (what classes, which school, or an independent class structure....?)
- Be available to perform tutorials during a certain period of time.
- Travel to one or more schools of Five Colleges (for example, do we expect a consultant from another state to come to the Five College area or to deliver all materials electronically or by mail?).
- Travel elsewhere.
- Lead tours
- Write
- Music or dance performance

I'm sure you can think of many more examples. The overall point is: WHAT will the person be doing and how will we know when it's been DONE? These things need to be embodied in the scope of services.