

Exhibit A

University of Nebraska Scope of Work

1. **Incorporation.** This University of Nebraska Scope of Work ("Scope of Work") is attached to and incorporated by reference into the [redacted] ("Agreement") between [redacted] ("Supplier") and the Board of Regents of the University of Nebraska as Exhibit A.

2. **Definitions.** Capitalized terms used and not defined in this Scope of Work have the respective meanings assigned to them in the Agreement.

3. **Overview.** [Summarize the services, goods, or deliverables to be provided, including the purposes or goals of the services, goods, or deliverables.]

4. **Background.** [State any important background information.]

5. **Supplier Requirements.** [State any requirements or certifications the Supplier or its employees performing work need to have or obtain.]

6. **Deliverables.** [Detail the specifications, milestones, timeline, exclusions, and approval process for the services, goods, or deliverables:

a. Service, good, deliverable, or milestone

i. Detailed specifications, requirements, or goals for the service, good, deliverable, or milestone

ii. Timeline for delivery of the service, good, deliverable, goal, requirement, or milestone

iii. Exclusions from service, good, deliverable, goal, requirement, or milestone

iv. Approval of service, good, deliverable, goal, requirement, or milestone]

7. **University Responsibilities.** [State responsibilities the University may have in facilitating the Supplier's delivery of the services, goods, or deliverables. State who the Supplier's University contact is.]

8. **Timeline.** [If not included elsewhere, state the timelines for delivery of each service, good, deliverable, or milestone. Consider using the following table:]

	Week 1 Tasks	Week 2 Tasks	Delivery Deadline	Total Cost/Rate
Deliverable/service/milestone				

9. **Change Orders.** [State how the scope of work can be changed. Consider using the following language:]

Material changes in scope; rush delivery; rework of items already approved; and additional revision cycles, services, or deliverables beyond those set forth in this Scope of Work shall not be effective until an authorized representative of each party executes a written amendment to this Scope of Work ("Change Order"). Each Change Order shall set forth the cost, rate, and fees associated with the work described in the Change Order and address the Change Order's effect on any timeline or schedule set forth in this Scope

Commented [Adm1]: Enforceability:

Use active language such as shall, must and will.

A poorly defined scope of work may result in the University not receiving the intended goods, services, or deliverables, and may limit its ability to terminate the contract or recover payments, causing delays and added costs.

Commented [Adm2]: Professionalism:

Ensure the document is clear, organized, professional, and free of unnecessary jargon.

of Work. Any fees arising from a Change Order shall be invoiced upon completion of the work described in the Change Order. University shall not be responsible to pay any invoice for work beyond the scope of the work set forth in this Scope of Work unless such invoice references an executed Change Order.

10. **Cost.** [If not included elsewhere, state cost or rate total and per milestone, amount or rate and schedule of allowable price increases (if any), and any exclusions. Consider using the following language for allowable price increases:]

Any price increase shall not exceed the unadjusted percent change in the Consumer Price Index published by the U.S. Bureau of Labor Statistics for all urban consumers, "all items," in the most recent 12 months for which data that is not subject to revision is available. Supplier shall provide at least thirty (30) days' written notice to University prior to the effective date of any increase.