

## Scope of Work and Essential Information for hiring a Contractor/Consultant

Description of services: \*Describe, in sufficient detail, the work being performed.

- **The following is a Scope of Work sample of what Risk Management is looking for, which includes the language, format, and when the deliverables will be delivered:**

*Contractor will transcribe six (6) Korean interview audio recordings, each lasting around thirty (30) minutes to four (4) hours, onto a word document. Following the transcription of each interview, the Contractor will then translate the material from Korean to English onto a word document. The audio recordings and word documents will be transmitted electronically between the Contractor and University personnel; the interview audio recordings will be sent to the Contractor after each of the in person interviews is conducted and recorded. Each audio recording will need to be accurately transcribed and translated by the Contractor within ten (10) business days of receipt.*

Period of performance: \*Start and end date for the work.

Physical location: \*Where the work will be performed.

Payment: \*Dollar amount - computed by job, month, day, or hour.

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\*Incremental payments - identify basis (number of hours or completion of tasks)?

\*Dollar amount for other expenses (include maximums).  
---Leave blank if there are none---

Performance schedule:

\*Identify deliverables, milestones and due dates.

Total not-to-exceed:

\*Total dollar amount that the Agreement may not exceed.

Sponsored Project:

\*Is this on a Grant? Please provide number.

Will there be any PHI (Protected Health Information) or PII (Personally Identifiable Information) data involved during the scope of their services? If so, please explain.