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| **SCHEDULE OF DELIVERABLES for Purchases of Services Up to $5,000**  Purchases with a value of up to $5,000 shall be carried out using good purchasing practices. (University Regulation 6.005(1))  **Vendor Name and Vendor ID#:**  Requisition # Click here to enter text. : Total payments under this requisition number cannot exceed $Click here to enter text.  **Instructions:**   1. Scope of Work: What are we hiring the provider to do?    1. List each task/service the vendor shall perform by providing what, where, when and how the service will be provided or how the program will operate. Tasks are all of the activities the provider is to perform. The **Performance Standard** is the minimum level of service(s) to be performed and criteria for evaluating successful completion. All tasks must be tied to a deliverable. More than one task can be tied to the same deliverable.    2. Identify the documentation required to evidence services. 2. **Deliverable(s):** This is what the vendor must do to receive payment, such as the provision of a month of services; completion of a number of units; completion of a phase of the project.   All tasks must be tied to a deliverable. More than one task can be tied to the same deliverable. For each task listed in the “Scope of Work” of this chart, provide the deliverable and include:   * + 1. Required Level of Accomplishment. Supporting Documentation to evidence task(s) was performed.     2. Estimated Due Date for Deliverable.  1. **Payment Amount:** Amount payable for each deliverable. 2. **Financial Consequences:** the University must apply if the vendor fails to perform in accordance with the agreement. 3. **FAMU Contract Manager**   ***Requisition (REQ)***: When completing your requisition, add one line for each deliverable. The requisition shall be for the total amount of this Schedule. For example, using the below schedule, you will add one line for each deliverable for a total of three (3) lines on this requisition. | | | |
|  | **SCOPE OF WORK** | | **DELIVERABLE & FINANCIAL CONSEQUENCES** |
| **REQ#** | **Payment Amount** | **(Item Description for Requisition)** | **(Comments for Requisition)** |
| Line Click here to enter text. | Click here to enter text. | Click here to enter text. | Deliverable: Estimated Deliverable Due Date: Financial Consequences: FAMU Contract Manager |