

CalFresh Healthy Living, University of California Mural and/or Stencil Contractor Scope of Work Questionnaire

5. Will reports or summaries be required by either party? What are the required deliverables? These can include theoretical models, computer software, drawings, documentation, reports, or other data.

6. Are there project milestones? Project milestones are set dates for certain tasks to have been completed.

7. What is the total cost of the services? You must provide documentation usually in the form of multiple quotes, showing that the price to be paid is fair and reasonable. Please be aware that any price exceeding \$50,000 *may* require competitive bidding. Once your request has been submitted via KFS, Contracting Services will review all associated documentation and will contact you if competitive bidding is necessary.

8. What is the payment schedule? For example: monthly in arrears (after that portion of work has been completed) based on number of hours worked, payment upon receipt of deliverables, payment upon achieving certain milestones, etc. **Pre-payment is generally not allowed. Remember that the payment process cannot be started until the agreement has been signed by both parties (University and Contractor).**

9. Is it anticipated that additional work will result from the outcome of the project? Some types of contracts (e.g., consultant agreements) require future work to be described in the original agreement as there is a California Public Contract Code prohibition against “follow-on work”. Good contract management includes forecasting the entire length of a project and its associated costs so as to avoid going over required public bidding thresholds.

