Drafting Contract Description of Services for Deliverables

CT Department of Labor
WIA Administration Unit

QUARTERLY FORUM MEETING
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Handouts

- Scope of Work vs. Description of Services
- The Basics of Writing Descriptions of Services for Contracts
- Outlining Ideas to Draft Organized Contracts
- Formatting and Organizing Contracts
- Language in Contracts
- Budgets in Contracts
- SAMPLE Descriptions of Service
- How to Amend (Modify) Contracts
Services and Deliverables

- Services result in Deliverables
- Deliverables can be *services delivered*
  but also include:
  - Reports about service delivery
  - Achievement of performance measurement thresholds
  - Numbers served
  - Results and/or analysis
Drafting Description of Services

- **WHO** is providing the services
- **WHAT** are the services
- **WHEN** are services provided
- **WHERE** are services provided
- **HOW** are services provided and how is performance judged
- **HOW MUCH** do services cost
Drafting Descriptions of Service

- Be specific, clear, explanatory
- Describe in detail what contractor is being paid to do
- Do not recite from proposal
- Use clear terminology and language
- Use outline (or table) format to organize sections
Outlining Ideas to Draft Organized Contracts

- Collect the information you need
- Outline the basic component parts of the program / services
- Expand to list steps necessary to achieve each component
- List tasks in chronological order
- Fill in details to address each task for all required services and deliverables
Formatting and Organizing Contracts

- Use standard outline format; No bullets
- All sections numbered
- Break out sections by discrete topic
- Use subsections to clarify
- Use section headings for easy reference
- Combine or separate items for clarity
Budgets in Contracts

- Contracts must require adherence to Budget
- Line Items and Budget Categories
- State Cost Standards
- State Travel Policy
- Subcontractors
- Multiple Budgets
- Maximum Amount Payable
- Budget Revisions
- Budget Amendments and Modifications
How to Amend (Modify) Contracts

- State only what is being changed
- Delete and replace
- Additions and Deletions
  - *Delete and replace entire contract/budget*
  - *Partial, section-specific or new*
- Reducing or extending contract term
- Reducing or increasing funding
Sample Descriptions of Service

- General Sample
- Sample WIB / CTDOL *Non-Formula Funds*
- Sample Contract Modification