

## EXHIBIT A

### STATEMENT OF WORK

**PERSONAL/PROFESSIONAL SERVICES CONTRACT # \_\_\_\_\_**

**Part I. General Information.** (Insert: introduction, agency objectives, background, applicable documents, and criteria for Contract amendments, e.g., time, not-to-exceed amount. Be specific and complete.)

**Part II. Work; Acceptance Criteria; Deliverables and Delivery Schedule.** (Insert: Work to be done, schedule of Work, deliverables and tasks, performance monitoring requirements, criteria for acceptance by Agency, documents and reporting requirements. The Agency shall develop a Statement of Work for services that will not result in an employee relationship with the potential Contractor. Be specific and complete.)

**Part III. Special Considerations.** (Insert: special terms and conditions applicable to this Contract. Be specific and complete.)

**Part IV. Payment Provisions.** (Include when appropriate: progress/payment schedule, payments for particular deliverables, hourly rates, applicable acceptance criteria, retention of payments.)

**Part V. Travel and Other Expenses.**

Agency shall not reimburse Contractor for any expenses under this Contract.

**OR**

(a) Agency will reimburse Contractor, within the not to exceed amount identified in Part 1 of this Exhibit A, for travel only when the travel is essential to the normal discharge of Agency's responsibilities. Contractor shall conduct all travel in the most efficient and cost-effective manner resulting in the best value to the Agency. The travel must comply with all the requirements set forth in this section and must be for official Agency business only. Contractor shall provide Agency with receipts for all travel expenses except meals. All Contractor representatives will fly "coach class," unless Contractor personally pays the difference. All Contractor representatives will be limited to economy or compact sized rental vehicles, unless Contractor personally pays the difference.

(b) All out-of-state travel must be approved in advance, and in writing, by the Agency. In addition to meals and lodging, out-of-state travel expenses will be reimbursed for airfare and rental vehicles only if Contractor is acting within the course and scope of its duties under this Contract, and in furtherance of the Work.

(c) Agency will reimburse travel and other expenses of the Contractor at the rates set forth in the Oregon Accounting Manual as of the date Contractor incurred the travel or other expenses. The Oregon Accounting Manual is available at <http://scd.das.state.or.us/oam/scdpolicy/tableofcontent.htm>.

**Part VI. Contract Amendments.**

The Agency reserves the right to amend the Contract for the Anticipated Amendments, listed below, in accordance with the rules of OAR 125-246-0560.

#### ANTICIPATED AMENDMENTS

If no Anticipated Amendments, insert "None."

If using Anticipated Amendments, the Solicitation Document, if any, from which this Contract arose must also describe the Anticipated Amendments as required below.

If using Anticipated Amendments, insert that there is the possibility of one or more Amendments.

For each Anticipated Amendment, Insert:

- 1) The general circumstances that might require the Anticipated Amendment to be issued under the Contract;
- 2) The method that the Agency will use to finalize the details and costs of the Anticipated Amendment; and
- 3) A general description of certain or known changes to the requirements of the Contract that may be anticipated or even planned for, but not necessarily quantified at the time of Contract execution. These changes may be specifically described as:
  - (a) Extra Work;
  - (b) Additional Work;
  - (c) Work to be done if certain situations are encountered; or
  - (d) Changes in terms, conditions, price, or type of Work.