


A&E and Related Services Contract Drafting Checklist for Consultants

Business Information	
Active Business registration	<input type="checkbox"/>
Current COBID registration	<input type="checkbox"/>
Scope of Work	
Document format (Reference “Statement of Work Writing Guide (Engineering & Related Services)”)	
Shalls/wills/musts (Reference “Defining and Using Terms Consistently in a Document”)	<input type="checkbox"/>
Active voice	<input type="checkbox"/>
Consistent references to other tasks	<input type="checkbox"/>
Proper grammar and punctuation (i.e., capitalization, use of and/or, slashes vs. utilizing words)	<input type="checkbox"/>
Consistent terms (example: project area, project location, study area)	<input type="checkbox"/>
Terms defined (words) (example Stakeholders , Draft DAP , or Action Item Log)	<input type="checkbox"/>
Acronym use after proper demonstration (i.e., Right of Way vs. using R/W or ROW)	<input type="checkbox"/>
Consistent drafting style between tasks	<input type="checkbox"/>
Proper use of assumptions	<input type="checkbox"/>
Tasks contain deliverables	<input type="checkbox"/>
Documents not included in the contract include a defined deliverable due date	<input type="checkbox"/>
All changes to template language (example: CA/CEI – as exemptions) has been approved by APM	<input type="checkbox"/>
Consultant scope and solicitation scope are consistent (unless additional scope is approved by OPO)	<input type="checkbox"/>
Schedule	
Schedule is consistent with SOW in solicitation	<input type="checkbox"/>
Tasks and/or table includes due dates (include the due dates in the tasks or in a table but not both)	<input type="checkbox"/>
Breakdown of Costs	
Labor classifications, billing rates, OH rates, and FCCM are current	<input type="checkbox"/>
Subconsultants are listed correctly (not as direct expenses) (Reference “ Consultant Invoice FAQ ”)	<input type="checkbox"/>
Expenditure tabs are consistent with the tasks on the BOC	<input type="checkbox"/>
Per diem and mileage rates are current	<input type="checkbox"/>
Tasks in BOC match the tasks in SOW	<input type="checkbox"/>
Compensation type has been used correctly (I.e., LS, CPFF, T&M)	<input type="checkbox"/>
Amendments	
All items above	<input type="checkbox"/>
Task language indicates the only modified scope	<input type="checkbox"/>
Completed tasks are not included in the amendment.	<input type="checkbox"/>