

**Sample Agreement for Contractor/ Consultant Services
District-City Standardized Scope of Work**

Program Name/ Department	
Timeline	
Contracting Service(s)	
Total Project Amount	

Scope of Work is subject to change as conditions and budget require. Changes made will be submitted for approval.

The City will:

1	
2	
3	
4	
5	
6	
7	
8	

Projected Numbers:

1	
2	
3	

Additional Notes:

Budget:

Salary/ Personnel

	Title	Description of services to be provided	Rate not to exceed	Hrs per week	# of weeks	# of staff	Total
1							
2							
3							
4							
5							
6							
7							

Total Salary/Personnel – [Enter total from line items above.]

Services & Supplies

	Line Item	Description	Amount
1			
2			
3			
4			
5			

Total Services & Supplies – [Enter total from line items above.]

Budget Salary/ Personnel	
Budget Services & Supplies	
Total Project Amount	