CFP Application Scope of Work Template

# Purpose

Part of the consideration for CFP funding is “reasonable cost” which includes “market prices for comparable goods and services in the geographic area” (EDGAR). The Fair Market Price for external consultants in Vermont shows a range of $350.00 to $2,000.00 per day; these prices reflect inclusion of all related expenses, such as materials and travel. Any Investments for CFP funds to be spent on external trainers, consultants, presenters, or contractors that exceed the Fair Market Price must be accompanied by a Scope of Work.

# Required Elements of a Scope of Work

The Scope of Work accompanying a CFP Investment that exceeds the Fair Market Price must include:

* The purpose of the activity, training, etc.
* A timeline for the specific activities and/or deliverables
* A detailed breakdown of costs associated with the activities
* Rationale for exceeding Fair Market Price
* The process by which the service outcomes or results will be measured

# How to Use this Document

This document is intended to be an optional template to be used to assist in the development of a Scope of Work, though an LEA may choose to submit their own well-organized Scope of Work in another format that includes the same information. This template is designed to be completed electronically and attached to the CFP Application. A Scope of Work must be completed for every Investment that exceeds the Fair Market Price.

# Scope of Work

LEA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investment Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Funding Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## What?

Provide a brief general description of the activities to be funded under the investment.

## Why?

Provide a detailed description of why these activities are necessary. This should include references to data-supported identified needs.

## How?

Provide a detailed description of how these activities will be carried out. This may include things like via a workshop, coaching services, etc.

## Who?

Please indicate the number and types of staff to be participating in this activity. This section should *not* include names of staff. Numbers of staff may be approximate and may be indicated as “up to \_\_\_\_\_."

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Teachers Number: \_\_\_ | [ ]  Principals Number: \_\_\_ | [ ]  Administrators Number: \_\_\_ | [ ]  Other (Explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_ |

## When?

Please describe the timeline of deliverables including trainings, meetings, PLCs, continuation of work, etc. This may include exact dates, such as a pre-scheduled in-service day(s), or it may be a general approximation such as a month or semester/term.

## Costs

Provide a detailed breakdown of costs associated with this Investment. These should be the numbers you used to come to the total requested in your investment.

## Rationale

Provide a detailed explanation of the reason(s) for exceeding Fair Market Price; this may include challenges in procurement, expertise, etc.

## Success

Please provide an explanation of how you will measure and/or identify success and progress toward identified goals and needs.