

**Scope of Services Template**

Scope of Services must include all components for the project to be successfully implemented.

**SCOPE OF SERVICES:**

**SCBE hereby solicits submissions of written proposals, on a competitive basis, from qualified Bidders to provide for SCBE the services described herein, all in accordance with the terms and conditions detailed herein.** ***In particular, the services sought by SCBE will require the Respondent to provide:***

Scope of Services must include, but is not limited to the answers the following questions: What is needed? Is current District infrastructure adequate, will additional or new infrastructure be required? Duration of service required: Start and End Dates? What are all components required for the project to be successfully completed? Does the purchase require other goods and services for success?

[Indicate project Scope of Services here, Scope of Services may encompass multiple pages.]

**PRICING SCHEDULE: (Pricing Schedule is not required for RFQs)**

**Please include all pricing schedule components.**

**[Indicate Pricing Schedule here.]**

**BACKGROUND INFORMATION:**

**Additional Background Information may be added below regarding your current operations for this project. What is the level of District readiness to take on the project? The Buyer will add this to appropriate section of the solicitation template.**

**[Indicate additional Background Information (if needed) here.]**



**Procurement Services Project Request Form**

**Initiative Summary**

**RFP or RFQ**

**Initiative Title**

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**Source of Funds**

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| --- | --- | --- | --- | --- | --- | --- |
| **Fund** | **Func** | **Obj** | **Dept** | **Loc** | **Proj** | **Type** |
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**Initiative Sponsor(s)** *This form must be submitted to* [*ProcurementServices@sck12.org*](mailto:ProcurementServices@sck12.org) *from the Initiative Sponsor’s email address indicated below.*

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| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Department** | **Phone** | **Email** |
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**Business Case / What are We Trying to Solve?** *Explanation of Current Solution or Non Existing Solution*

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**Brief Description of Project**

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**Is this a Pilot Project?**  Yes or  No

If yes, what are plans for scalability throughout the District and by what date?

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**Project Goals / Objectives**

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**Cross-Functional Committee Department(s) / Members** (Not required for RFIs).

*Initiative Sponsor has confirmed via email with the individuals listed below that he/she will serve as a Cross-Functional Committee Member. The Cross-Functional Committee Members agree to contribute to this project as a stakeholder in the development of the Scope of Services, evaluation of the RFP response and project. Information Technology must be included as a committee member for all software (web based included) and hardware purchases. The Initiative Sponsor must cc all cross-functional committee members when submitting this form to* [*ProcurementServices@scsk12.org*](mailto:ProcurementServices@scsk12.org)*.*

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| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Department** | **Phone** | **Email** |
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**Implementation or Start Date**

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