

SCOPE OF PROCUREMENT

The scope of work in a procurement is a component of a solicitation and describes the Department's needs and desired outcomes for the procurement. The scope of work helps to ensure that the product or service meets the documented needs and establishes the parameters of what could be included in the contract. Write the scope of work in a way that a potential respondent can:

- Understand what services the Department is seeking.
- Decide if it is qualified and capable of performing the services required.
- Decide if it wishes to compete for the contract.

Example – Website Design

- Compatibility with desktop and mobile/portable devices.
- Ability to export, transfer, transition and migrate the application, content, and data, to another platform, tool or technology using standard industry accepted practices..
- Must integrate with Banner.

Example – Trade Services – HVAC Cleaning

- All HVAC components shall be cleaned by using a suitable agitation device to dislodge contaminants.
- Contractor shall perform testing as required to ensure all areas and elements are clean.
- All services shall be performed in accordance with NADCA Standards ACR.

Example – Goods – Electromagnet

- The magnet must have an air gap of greater than 50 mm with a maximum field greater than 0.75 Tesla.
- The output current readings must be read via the computer interface
- Safety interlocks must protect the current source and magnet in the event of water flow failure or if temperature limits are exceeded.

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