

Massachusetts College of Liberal Arts

*Guide to Drafting an Effective Scope of Work Statement
for use with a Request for Response Construction Solicitation*



The **Scope of Work Statement** should clearly outline the contractor's tasks and activities as agreed upon under the contract. Key elements to include are:

- **Objective:** Define the primary goal the contract aims to achieve. Specify the desired outcomes the department is targeting.
- **Deliverables:** List the specific outputs or products the project will produce.
- **Specifications and Plans:** Detail the materials to be used, methods of installation, equipment requirements, and quality standards for the work under the contract. Identify the drawings or detailed plans that will be provided or produced.
- **Schedule and Timeline:** Provide the start and end dates of the project, along with key milestones and deadlines.
- **Tasks:** Establish the specific actions the contractor must complete.
- **Roles and Responsibilities:** Clearly define the roles and responsibilities of all parties involved.
- **Experience Requirements:** Outline the experience requirements the contractor must meet.
- **Performance Indicators:** Specify the metrics that will be used to assess the contractor's work. Determine how these metrics will be evaluated.
- **Estimated Construction Cost:** Provide an estimate of the cost, including construction materials, labor, and equipment.