



City of Vancouver Cultural Infrastructure Grant Program

Suggestions for Writing a Scope of Work for Procurement of Goods and Services

Soliciting bids from suppliers or consultants is an important step in your project development. To ensure that you are receiving quotes that are complete, accurate and relevant to the work at hand, and in a format that can allow quotes to be compared, it is critical that you provide to your potential suppliers/consultants a clear 'Scope of Work' (sometimes referred to as a Request for Proposals (RFP) or Request for Qualifications (RFQ)).

Your Scope of Work / Call for Proposals should answer the questions:
WHO - WHAT - WHERE - WHEN - WHY - HOW and HOW MUCH?

The following is provided as a suggestion only. It is the responsibility of you and your organization to ensure that you follow best practises and/or your own organizational procurement guidelines when soliciting bids for work. Juries in past Cultural Infrastructure Programs have repeatedly emphasized the importance of complete and comparable quotes; they make a difference in the evaluation of your grant applications! The following is provided to aid you in the development of a Scope of Work.

1. **Organizational Background** - Include (brief) information about your organization's vision, mission and mandate, programs and services.
2. **Project Background & Purposes** - Include a description of the project, a project rationale, and hoped for results. Be specific. Itemize the project goals, objectives and outcomes.
3. **Services Required** - Be as specific as possible regarding the types of goods or services you require. Help prospective suppliers or consultants to understand if their product or skills/knowledge/abilities is what you are seeking. The more specific you are, the better match you will make with your prospective supplier or consultant.
4. **Requisite Qualifications or Product Specifications** - What specific background or training or professional certification do you require; what are the specs for the goods you are soliciting?
5. **Timeline & Deliverables** - Include a project timeline with deadlines for delivery of goods or services. This information will ensure that the consultant/supplier understands your overall plan, and knows when they are expected to deliver the required products or services. Include all tasks or anticipated deliverables and be as specific as possible for *what*, *when* and *in*

what format. Consider a site visit (as appropriate) for prospective suppliers/consultants in order to familiarize themselves with your project. Ensure that all prospective bidders receive the same information and the same answers to the same questions.

6. **Contact Information** - List all contact details, including phone numbers, fax numbers, e-mail, etc. Pick one individual in your organization to be the contact person and make sure they are available to answer questions, and that there is a qualified backup who can assist if the lead contact is unavailable.
7. **Submission Requirements** - Provide details on deadline for submission of quotes, number of copies, format of submission, etc.
8. **Anticipated Costs** - In certain cases, you may not wish to provide the prospective consultant/supplier with a budget but rather see the scale and range of the bids that are submitted. In other cases, it might be prudent to provide your anticipated budget for the project. Deciding which depends on the project and your organization's procurement procedures.
9. **Contract Requirements** - Indicate any specific requirements for the contract including type of contract, license or insurance requirements etc.
10. **Review/Selection Process** - Indicate the criteria by which the successful contractor/consultant will be selected. Include qualitative and quantitative criteria as relevant. Ensure that all those in your organization who may have a say in the choice of the supplier/consultant, have agreed to the selection criteria including any weighting of various criteria. For example if the cost of the goods or services is to be the most important deciding factor, be explicit in your description in the Scope of Work.

You can personalize the above Scope of Work per your own requirements. Just make sure you include all relevant points, so that there is no room for confusion during the goods and services procurement process. Time spent working out details in the Scope of Work will not only benefit your organization, but ensure that the consultant or supplier ultimately chosen best suits the project needs.