Instructions for Completing a Scope of Service - FY 18/19

July 2018

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Task work orders must be in compliance with the requirements of Section 287.058, Florida Statutes. Task work orders must include the following information:

* A scope of work (Exhibit A) that clearly establishes all tasks the principal investigator is required to perform
* Quantifiable, measureable, and verifiable units of deliverables that must be received and accepted in writing by the contract manager before payment. Each deliverable must be directly related to the scope of work and specify a performance measure. As used in this paragraph, the term “performance measure” means the required minimum acceptable level of service to be performed and criteria for evaluating the successful completion of each deliverable.
* A completed deliverables schedule (the Research Center requires at a minimum a deliverable every six months).
* A budget by task
* Division of Sponsored Research approval

Required documents should be sent to patti.brannon@dot.state.fl.us in Word format.

NOTE: All projects are contingent upon an acceptable scope of work, budget and deliverables schedule. Approval to move forward with scope development does not authorize the university to incur any expenses in preparation of scope or hiring of project personnel.

Additional resources may be found at <http://www.fdot.gov/research/> under the Project Resources tab.

Exhibit A – Scope of Service

Project Title:

Principal Investigator: Name

 University

 Address

 Email address:

 Phone number:

DSR Administrative Contact: Name

 University

 Address

 Email address:

 Phone number:

Project Manager: Name

 Office

 Address

 Email address:

 Phone number:

**Background Statement**

This paragraph should describe the need for the research.

**Project Objective(s)**

Describe the purpose and objective(s) of the project.

**Project Kickoff Teleconference**

*A kickoff teleconference is required for all projects. The following language must be included:*

The principal investigator will schedule a kickoff meeting that shall be held within the first 30 days of task work order execution. The kickoff meeting will consist of a webinar at least 30 minutes in length. The purpose of the meeting is to review the tasks, deliverables, deployment plan, timeline, and expected/anticipated project outcomes and their potential for implementation and benefits. The principal investigator shall prepare a presentation following the template provided at <http://www.fdot.gov/research/Program_Information/Research.Performance/kickoff.meeting.pdf>

The project manager, principal investigator, and research performance coordinator shall attend. Other parties may be invited, if appropriate.

**Supporting Tasks and Deliverables:**

Describe the task(s) necessary to achieve the objective(s) and deliverable(s). Each deliverable must be directly related to a specified task. All deliverable(s) must be submitted to the Research Center at research.center@dot.state.fl.us and must contain the contract number, task work order number, and deliverable number as identified in the scope.

**Task (insert #): Draft Final and Closeout Teleconference**

*This task will contain 2 deliverables the draft report and the closeout teleconference. The draft final report and closeout teleconference should be identified in the budget as one task with a specific dollar amount.*

Deliverable (insert #): Ninety (90) days prior to the end date of the task work order, the university will submit a draft final report to research.center@dot.state.fl.us

The draft final report will contain *(insert description of information the report will contain)*.

The draft final and final reports must follow the Guidelines for University Presentation and Publication of Research available at <http://www.fdot.gov/research/docs/T2/University.Guidelines.2016.pdf>

The report must be well-written and edited for technical accuracy, grammar, clarity, organization, and format.

Deliverable (insert #): Thirty (30) days prior to the end date of the task work order, the principal investigator will schedule a closeout teleconference. The principal investigator shall prepare a Powerpoint presentation following the template provided at <http://www.fdot.gov/research/Program_Information/Research.Performance/closeout.meeting.reqs.pdf>

 At a minimum, the principal investigator, project manager, and research performance coordinator shall attend. The purpose of the meeting is to review project performance, the deployment plan, and next steps.

**Task (insert #) Final Report**

*The final report should be identified in the budget as one task with a specific dollar amount.*

Deliverable (insert #): Upon Department approval of the draft final report, the university will submit the Final Report in PDF and Word formats electronically to the Research Center at research.center@dot.state.fl.us The Final Report is due by the end date of the task work order.

**Use of Subcontractor(s)**

If a subcontractor is to work on the project, describe the work the subcontractor will perform. A scope of work and budget must be provided for the subcontractor.

**Use of Graduate Student(s) and other Research Assistants**

Describe the work any student(s) will perform.

**Equipment**

Florida Administrative Code states “for statewide financial reporting purposes, all tangible personal property with a value or cost of $1,000 or more and having a projected useful life of one year or more must be capitalized. Any hardback book with a value or cost of $25 or more and having a useful life of one year or more that is circulated to students or the general public, and any hardback book with a value or cost of $250 or more that is not circulated must be capitalized. A review of the items on the Exception Property should be performed to ensure items to not fall within this category.

*Universities must adhere to the Department’s $1,000 threshold for equipment or items of lesser value appearing on the Exception Property listing. The university must provide a copy of the purchase invoice/property description/serial number and date of receipt for the equipment with the applicable task invoice.*

A description of the equipment to be purchased must be included with a copy of the quotes obtained. Justification of specific requirements for the project and why the equipment should be purchased instead of leasing (leasing of equipment is preferred) is required for all equipment.

**Expenses**

Describe any expense items to be purchased, if applicable.

**Travel**

***Standard Research Center policy is that travel to conferences is not an allowable expenditure*.**

Describe travel that will take place, including justification of the need for travel, if applicable. Include the traveler’s name/position, location(s), purpose and duration.

*If travel is budgeted, the following text must appear, as worded:*

All travel shall be in accordance with Section 112.061, Florida Statutes. Bills for travel expenses specifically authorized in the agreement shall be submitted using the Department’s Travel Form No. 300-000-06, unless the university provides proof of the Department of Financial Services approval to use an alternate travel form. The Department shall not compensate the University for lodging/hotel in excess of $150.00 per day (excluding taxes and fees).

The maximum amount of travel is limited to $(insert amount). The maximum amount of indirect cost on travel is limited to $(insert amount).

**Financial Consequences**

Payment shall be made only after receipt and approval of goods and services. Deliverable(s) must be received and accepted in writing as specified in the task work order prior to payment.

If the Research Center and/or project manager determine that the performance of the University is unsatisfactory, the Research Center shall notify the University of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Research Center. The university shall, within five days after notice from the Research Center, provide the Research Center with a corrective action plan describing how the university will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Research Center, the university shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the university resolves the deficiency. If the deficiency is subsequently resolved, the university may bill the Department for the retained amount during the next billing period. If the university is unable to resolve the deficiency, the funds retained may be forfeited at the end of the task work order period.

**Minimum Performance Measures**

Performance metrics are defined in this scope of work, which describes the tasks, milestones, and/or deliverables the principal investigator shall accomplish and provide under this task work order. The Research Center will conduct periodic reviews to determine compliance with the tasks, milestones, and/or deliverables.

**Publication Provision**

If at any time during the TWO the university desires to publish in any form any material developed under the TWO, the university must submit to the TWO Manager and the Research Center at research.center@dot.state.fl.us a written abstract and notification of intent to publish the materials and receive the TWO Manager’s concurrence to publish. Such approval to publish shall not be unreasonably withheld. If the TWO Manager does not provide a written response within 30 days after receipt, the university may publish. The publication must include the following language:

“The opinions, findings and conclusions expressed in this publication are those of the author(s) and not necessarily those of the Florida Department of Transportation or the U.S. Department of Transportation.”

**Deliverables Schedule**

*Note: this document will be used by the Research Center to monitor principal investigator performance and activity on the project. The PI should give careful consideration to the time needed to complete a task(s) and deliverable(s) against current workload. Failure to submit deliverables in a timely manner may result in cancelation of the task work order.*

Remember to include kickoff teleconference, submittal of draft final report, closeout teleconference and final report. The Research Center must at a minimum receive a deliverable every 6 months on a project. Failure to submit deliverables in a timely manner may result in cancelation of the task work order.

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| Deliverable # / Description of Deliverable as provided in the scope (included associated task #) | Anticipated Date of Deliverable Submittal (month/year) | TO BE COMPLETED BY RESEARCH CENTER (performance monitoring) |
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