

Statement of Work

A Statement of Work contains essential information regarding the work that will be performed by an independent contractor. The examples on this page illustrate how you can complete your Statement of Work. Many contractors provide a proposal, service agreement, or quote. Purchasing & Contracts must review these documents before they can be included in the purchase order/ contract to ensure the alignment with District terms and conditions.

Personal Services: Services provided by an individual or firm with specialized skills, knowledge and resources not available within a department. Examples include lawyers, consultants, accountants, doctors, language interpreters, mediators, speakers, translators, editors, writers, graphic designers, etc...

Examples:

Supplier Name: Blue Icon Advisors LLC

Project Scope: Financial Aid Consulting Services

Deliverables:

- Tasks: provide 24, 1 hr. meetings for six months from project kickoff
- Identify and discuss institutional compliance with laws
- Provide summary reports

Period of Performance: May 1, 2026 through June 30, 2026.

Physical Location: Work will be performed via videoconference.

Payment Rate: \$60.00 per hour Total not to Exceed: \$2,000.00.

Payment Terms: NET-30

Supplier Name: Douglas Adams

Project Scope: Advise how the ultimate question of life, the universe, and everything is 42.

Deliverables:

- Discovery Report: Framing the Ultimate Question
- Data Analysis and Simulation Report: Modeling the Path to 42
- Thought Framework: Deep Thought Strategic Model
- Presentation: Analytical Justification, question mapping tool and projected path

Period of Performance: 1/15/26 - 6/30/26

Physical Location: Work will be performed on and off campus. Vendor will use a temporary office space without displacing and employee.

Payment Rate: \$60.00 per hour Total not to Exceed: \$15,000.00

Payment Terms: Vendor will invoice GCCCD upon delivery of each deliverable with NET-30 Terms.