SOW # \_\_\_\_\_\_\_\_\_\_\_\_ (“this SOW”) *[Enter a unique ID for the SOW # such as EHS-HW-003 as applicable for your project or school]*

**F.1 Services Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**F.2 School or Department Requesting Services (“Owner” for this SOW):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**F.3 Owner’s Representative Contact (for this SOW) and billing contact information for invoices if different from the MSA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**F.4 Vendor Company Name and Affiliation with Vendor on Related base MSA:** \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.*

**F.5 Vendor Contact Information and why different from Related base MSA:** \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**F.6 Effective Date of Agreement for this SOW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ (the “Effective Date” for this SOW)** *[Insert date that this SOW is signed by Harvard, or date of commencement of the Services if earlier].*

**F.7** **Outside Date for this SOW**. No new Work Orders may be issued after \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_. *[insert “N/A” if not applicable].*

**F.8 Scope of Work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**F.9 Any subcontractors to be utilized for this SOW not specified in Exhibit C (Initial Statement of Work:**

**Contractor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Services:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**F.10 Schedule of Milestones (may be an attachment):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**F.11 Contract Amount:** The aggregate Compensation under all Work Orders issued under this SOW shall not exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (the “Contract Amount”) [Insert “N/A” if not applicable]. Specify if the contract is lump sum or time and materials based on the rates established in Exhibit C or Exhibit D as applicable.

**F.12 Harvard University Standards:** The following Harvard University standards in effect on the Effective Date shall apply to the Services:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No  | EHS Standard | Link  |
| [ ]  | [ ]  | EHS Service Contractor Safety Guide | http://www.ehs.harvard.edu/programs/service-contractor-safety |
| [ ]  | [ ]  | EHS Guidelines for Design (environmental) | https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/proj\_plan\_des\_rev\_ehs\_guidelines\_for\_design.pdf  |
| [ ]  | [ ]  | EHS Construction Safety Standard | http://ehs.harvard.edu/sites/ehs.harvard.edu/files/construction\_safety\_standard\_0.pdf  |
| Yes | No  | Other Standards | Link  |
| [ ]  | [ ]  | CAD Requirements | http://home.hppm.harvard.edu/files/hppm/files/cad\_standards.pdf  |
| [ ]  | [ ]  | Closeout Procedures | http://home.hppm.harvard.edu/files/hppm/files/closeout\_requirements\_2014.pdf  |
| [ ]  | [ ]  | Affirmative Action Plan/EEO/M/WBE | http://capitalprojectservices.harvard.edu/icb/icb.do?keyword=k1762&tabgroupid=icb.tabgroup200701 |
| [ ]  | [ ]  | Green Building Standards and Deliverables Checklist  | http://green.harvard.edu/sites/green.harvard.edu/files/2014%20Harvard%20Green%20Building%20Standards\_12-1-14.pdf and http://green.harvard.edu/topics/green-buildings/green-building-standards  |
| [ ]  | [ ]  | E&U Information and Requirements for Utility Services | http://energyandfacilities.harvard.edu/project-technical-support/capital-projects/energy-supply-utility-design-standards  |
| [ ]  | [ ]  | Project Labor Agreement for Major Construction, Renovation and Rehabilitation (PLA) | http://hr.harvard.edu/files/humanresources/files/harvard\_pla.pdf |
| [ ]  | [ ]  | Other:\_\_\_\_\_\_\_\_\_\_\_\_ | (See \_\_\_\_\_\_\_\_\_\_\_\_) |

**F.13** **Under MSA:** This SOW is subject to and governed by the Master Services Agreement between Harvard and Vendor with an original Effective Date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, except as otherwise expressly specified in Section F.1 through F.12, above.

**F.14 Authorization**: IN WITNESS WHEREOF, the parties to the Agreement, intending to be legally bound hereby, are authorized to enter into the Agreement as of the day and year listed in section F10.

|  |  |
| --- | --- |
| President and Fellows of Harvard College (“Harvard”) Acting By and Through \_\_\_\_\_\_\_\_ *(insert name of the school/department you are representing)*  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Vendor”) |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |