



THE UNIVERSITY OF WINNIPEG

Quick Guide to Developing a Scope of Work for an RFP

Developing a Scope of Work from scratch can often be a challenge if you have never completed one before. Here are some steps you can follow to help bring everything together.

For Goods

Step 1: Define the scope

- Clearly describe the goods you are requesting. Include quantities, types, models, sizes, materials, etc.

Step 2: Detail the specifications

- List technical specifications, performance requirements, and any compatibility needs. Using technical specifications from the internet is often very helpful in building this section of the scope.

Step 3: Outline your delivery requirements

- Provide required delivery dates or a schedule.

Step 4: Identify any installation or setup needs

- Indicate whether installation, setup, or configuration is required and who is responsible.

Step 5: Clarify warranty and support

- Specify any warranty period and what it covers.
- Include any required support services (maintenance, spare parts, etc.).

Step 6: List applicable standards or compliance

- Mention any industry standards, certifications, or regulations the goods must meet.

For Services

Step 1: Understand your need

- Detail what it is you are looking for. Why is the service needed? What do you want it to accomplish?

Step 2: Define the scope

- Clearly describe the work you would like done. Detail what you want included as part of the service, as well as what you do not want included.

Step 3: Outline the deliverables

- List the specific outputs or results you expect from the service provider.

Step 4: Set your timelines

- Define the start and end date of the contract.
- Detail any key milestones or deadlines you'd like them to meet during the term

Step 5: Specify performance expectations

- Define the service standards, any quality requirements or performance metrics

Step 6: Identify roles and responsibilities

- Clarify what the service provider is responsible for
- Clarify what you will provide or support

Step 7: State your reporting requirements

- Define what reports or documentation the service provider must submit, and how often.

Step 8: List any applicable standards/regulations or special terms

- Mention any industry standards, codes or policies that the service must comply with.
- Outline any insurance requirements, security clearances, etc. that may apply

Another effective starting point is to use a previous contract from a provider you've worked with, retaining the elements that were successful and revising or removing those that were less effective or needed improvement.