



Contract No. _____

**New York State Department of Environmental Conservation
Service Contract
Scope of Work**

1. Project Title (provide a descriptive title)

2. Project Description (provide one or two sentence description and include distinct phases if applicable)

3. Project Term

Start Date:

End Date:

4. Project Location (state geographic location(s) of project)

5. Qualifications and Experience Needed

Please list any licenses, permits, certifications or other qualifications required to be considered for a contract award or maintain the award for the term of the contract.



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6. Project Need/Background: *This section must provide a clear and succinct explanation on the need for and background of the project as well as how it will benefit the DEC. Include any relevant legislative mandates, statutory authority references or other requirements in this section. The description should be no longer than one or two paragraphs.*



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7. Project Methodology/Technical Approach: *This section must convey description of **how the project will be successfully accomplished within the term of the contract.** Please include items such as fieldwork, sampling methodologies and frequencies, data entry, required approvals, etc. Basically this section should describe how the work will be accomplished. Roles and responsibilities for any and all tasks that are to be jointly conducted between the contractor and DEC must be detailed. Also state if DEC is to supply information or assist the contractor in accomplishing this work, or if there are project limitations (e.g. no mowing on weekends, no lead based paint, etc).*



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8. Project Outputs/Deliverables

Output #	Task/Product/Deliverable Description	Duration/Frequency/ Due Date

Request for Quotes, Invitation for Bids, Request for Proposals or Request for Qualifications, will require a more detailed description of experience, qualifications, objectives, tasks, specifications, deliverables and due dates. Schedule meeting with MBS CGD staff.