

Questions for Service Agreements

Updated 6/16/2022

The questions below are things to be considered when initiating a service agreement and are included on the Service Agreement Submission form. Please answer to the best of your ability. MSUE Grant Services will follow up if there is any additional information or clarification needed.

1. What service do you want to provide? Be specific. Include the title of the program
2. What is the scope of work? Where, to whom, and when? Include **specific dates**.
3. In which district(s) will programming take place?
4. Which institute should get credit for this service agreement? If you have a split appointment, it should go to the institute that the program belongs to.
5. Number of classes? How long is the program (each session)? What is the duration? (Single event, 4 session series, annual all-day event, etc.)
6. Who will be involved in providing the service (name, title, institute)?
7. What is the amount of time spent on this program for each involved individual in each of these categories?
(Please indicate if this is per class or, if you are providing multiple classes, if the hours are combined.)

Marketing & Recruitment time _____

Development /Prep time _____

Instruction time _____

Drive time _____

Evaluation/data entry time _____

9. Has the partner offered a specific dollar amount to pay for programming?
10. Expected number of participants?
11. What are variable costs associated with this event? [Books, handouts, travel (round trip miles), venue, snacks, etc.?] **We need to know cost per piece and number of pieces.**
12. Who is the contact from the agency involved? **(Please enter full contact info including address, phone, and email).**
13. What type of organization is the entity wanting the program? (Non-profit, for-profit, government entity, etc.)
14. Will the entity control the attendee list? If so, is this program closed to the general public?
15. Is this an existing program? If yes - do we own it? If no - is it licensed? If Yes - have we purchased the license? **Please send a copy of licensing agreement if available.**

16. Do any other non-profit organizations provide the same class? If so, what do they charge for their class?
17. Will they use our service agreement document?
18. What is the source of funds used to pay MSUE for the service (i.e., federal (indicate Title funding), state, or local government funding, or other etc.)?
19. When should invoicing occur (at the end of agreement, quarterly, annually, etc.)?
20. Are there any other pertinent information or files that will help in the execution of the agreement?

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