

Questions for Service Agreements

Updated 12.17.18

Please answer the questions below so that I can start filling out the service agreement. Be as specific as you can or it may require more follow up time to get specific details.

1. What service do you want to provide? Be specific. Include the title of the program
2. What is the scope of work? What, where, to whom, and when? Include **specific dates**.
3. Are you instructing a program as part of this agreement? (DN accounts are for non-credit instruction – DS accounts are for services.)
4. Who are the instructors (Names), and who is providing the instruction: (PI, PC, Educator, Specialist)?
5. If you have a split appointment, please indicate which institute should get credit for this service agreement? It should go to the institute that the program belongs to.
6. Do you use any temps or on-call positions to assist with this program? If so, how are they paid and how many hours?
7. Number of classes? How long is the program (each session)? What is the duration? (Single event, 4 session series, annual all-day event, etc.)
8. What is the amount of time spent on this program in each of these categories? **(please indicate if this is per class or, if you are providing multiple classes, is it the time for all activities combined)**
 - Marketing & recruitment time _____
 - Development time/Prep time _____
 - Instruction time _____
 - Drive time _____
 - Evaluation time/MiPRS _____
9. What is the revenue you expect to receive?
10. 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? **(full contact info including address, phone, and email)**
13. What type of organization is the entity wanting the program? Are they nonprofit (if so what type) or a for profit organization?
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.**

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? Yes or No?
18. What is the source of funds used to pay MSUE for the service **(i.e., federal (indicate if Title funding), state, or local government funding, or other etc.)? We need to know this because if they don't use our agreement, then it has to run through KC and may need an account number established by CGA.**

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