

A&E and Related Services

Contract Drafting Checklist for Consultants

Business Information	
Active Business registration	☐
Current COBID registration	☐
Scope of Work	
Document format (Reference “Statement of Work Writing Guide (Engineering & Related Services)”)	
Shalls/wills/musts (Reference “Defining and Using Terms Consistently in a Document”)	☐
Active voice	☐
Consistent references to other tasks	☐
Proper grammar and punctuation (i.e., capitalization, use of and/or, slashes vs. utilizing words)	☐
Consistent terms (example: project area, project location, study area)	☐
Terms defined (words) (example Stakeholders , Draft DAP , or Action Item Log)	☐
Acronym use after proper demonstration (i.e., Right of Way vs. using R/W or ROW)	☐
Consistent drafting style between tasks	☐
Proper use of assumptions	☐
Tasks contain deliverables	☐
Documents not included in the contract include a defined deliverable due date	☐
All changes to template language (example: CA/CEI – as exemptions) has been approved by APM	☐
Consultant scope and solicitation scope are consistent (unless additional scope is approved by OPO)	☐
Schedule	
Schedule is consistent with SOW in solicitation	☐
Tasks and/or table includes due dates (include the due dates in the tasks or in a table but not both)	☐
Breakdown of Costs	
Labor classifications, billing rates, OH rates, and FCCM are current	☐
Subconsultants are listed correctly (not as direct expenses) (Reference “ Consultant Invoice FAQ ”)	☐
Expenditure tabs are consistent with the tasks on the BOC	☐
Per diem and mileage rates are current	☐
Tasks in BOC match the tasks in SOW	☐
Compensation type has been used correctly (I.e., LS, CPFF, T&M)	☐
Amendments	
All items above	☐
Task language indicates the only modified scope	☐
Completed tasks are not included in the amendment.	☐