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Consulting Services Scope of Work
For: **Consultant**
To provide services to: **organization/project**
date

The following are the agreed upon tasks to be undertaken by Consultant on behalf of The Foraker Group Pre-Development Program. The scope of work below may not be all inclusive and may need to be amended as need dictates.

It is Foraker's expectation that this work will take place in coordination and participation with **insert name of staff/board contact or leadership** and other staff and board as necessary. Foraker will act as a mentor, partner and guide in addressing the following topics and concerns. Leadership from **insert name of organization** is expected and required.

Overview of Project

Specific Tasks and Timeframes

Deliverables

Accountability

Fees and Expenses

Rates:

- Hourly charges will be based upon the rates listed in the annual Professional Services Agreement.
- It is Foraker's hope that the **insert name of organization** staff will assume as much of the tactical work as possible in order to keep costs manageable.

Confidential Information Disclosure

During the course of, or incident to, performing services for “**insert organization name**” the Consultant may acquire confidential information. All confidential information received through provision of these services shall not be disclosed to others, except Foraker, as appropriate.

Primary contact:

Foraker consultant
Phone number
Email address

Signatures

The signatures below indicate that we understand and agree to the terms outlined above:

Primary contact, name of organization Foraker Consultant, The Foraker Group

Date: _____

Foraker signed copy must be submitted to Partner Relations Coordinator.