



## **Outsourced Consulting Contract – SAMPLE**

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This proposal outlines activities to be conducted by (vendor) to assist the (name of organization) in (summary of key purpose of contract).

(Vendor) will work with the (which stakeholders/authority in organization) to (do what). (Enumerate tasks and timeline if appropriate.)

(Name of organization) will provide on a timely basis whatever information and materials are reasonably required for the provision of these services. If travel is required, automobile travel will be paid at the government rate for mileage reimbursement. (Note whether organization pays for travel time.)

The scope of this project is projected to require (time frame), including (whatever key activities, e.g. facilitating meetings, producing reports). Compensation is based on a (specify daily, hourly, flat rate and fee structure, and bonus if appropriate).

This contract covers work to be completed between (time frame) and can be extended by mutual agreement. (Vendor) will submit a log detailing services and any expense reports by (specify time, e.g. 1<sup>st</sup> of the month) for payment and/or reimbursement for expenses.

Either party may terminate this agreement with or without cause with xxx days' written notice. If the agreement is terminated, (vendor) will turn over to (organization) all work in its current form and (organization) will compensate (vendor) for all services rendered up to that point.

Agreed by both parties on the dates signed below:

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor SSN or EIN

\_\_\_\_\_  
Date