

**PURPOSE & INSTRUCTIONS**

**THE PURPOSE** of the Supplemental Statement of Work (SOW) form is to confirm the requesting unit has clearly and completely outlined the requested changes to the original SOW already issued under a Rutgers Purchase Order. These service engagement changes may include a service date extension, changes or additions to the services being rendered including deliverables or milestones (if any), and/or an increase to the fees and expenses.

**THE SUPPLEMENTAL STATEMENT OF WORK FORM SHOULD BE COMPLETED WHEN A UNIT SEEKS TO AMEND A RUTGERS STATEMENT OF WORK ALREADY ISSUED UNDER A RUTGERS PURCHASE ORDER**

**PLEASE BE ADVISED:**

- University Procurement Services must review the form PRIOR to issuance of any revised purchase order and may require additional information or documents for the procurement of the requested services.
- By submitting and approving the requisition the form is attached to, you certify that the information has been thoroughly reviewed and accurate.

**THE COMPLETED FORM MUST BE SUBMITTED WITH AN RU MARKETPLACE PO LINE MODIFICATION REQUEST FORM AS AN **EXTERNAL ATTACHMENT****

**FURTHER INSTRUCTIONS TO COMPLETE THE FORM:**

The unit may choose to use the Rutgers Supplemental SOW form or choose to use a supplier's proposal (provided all the elements set forth in the Rutgers form are included). The unit may also use a combination of the two by filling out fields in the Rutgers Supplemental SOW form that are not on the supplier proposal and then indicating "see attached" in any of the fields that have been specified on an attached supplier proposal. For further clarification on each of the fields, see the table below:

<b>Form Field</b>	<b>How to Complete</b>
<b>Purchase Order #</b>	Enter the Rutgers Purchase Order number that the original Statement of Work form was issued under and the unit is revising.
<b>Rutgers Unit Information</b>	Fill in the unit name.
<b>Supplier Information</b>	Fill in the supplier name which should also match the requisition.
<b>Revised End Date of Engagement</b>	If the unit is extending the original SOW, enter the new End Date of the service engagement.
<b>Detailed Description of Change/Addition to Services</b>	If applicable, complete this field with a detailed description of the changes and/or additions to the services set forth on the original SOW. If necessary, include additional pages.
<b>Detailed List of Changes/Additions to Deliverables</b>	If applicable, provide a new list of deliverables that have either been revised or added to the original SOW.
<b>Fees &amp; Expenses</b>	If applicable, complete the TOTAL FEE TO BE PAID field with the new total amount quoted by the supplier and agreed to by the unit. Also, include the original PO amount and the supplement amount (amount you are increasing the original SOW by). If there is a new payment schedule, complete the Payment Schedule section with the new Due Dates and associated amounts. Attach pages as necessary for additional Fee and Expense information. Lastly, select one of the Expense checkboxes. The first checkbox indicates that the unit will NOT reimburse the supplier for any expenses. The second checkbox indicates the unit WILL reimburse for reasonable expenses. If the second checkbox is chosen, detail the revised or new expenses that are included.