University of Minnesota

Statement of Work for Professional Services

Route this form to:	U Wide Form: UM 1697
Attach to Requisition	Rev: 11/2014

STATEMENT OF WORK

Directions (delete this section before submitting):
Each state team will select one institution to receive and manage the funds. The supplier will use the funds to support their efforts to add computer science to their teacher preparation programs. Activities should be in alignment with the vision, goals and objectives of the state team's plan for CS education.

Examples of acceptable uses of funds include the following:

- Hosting faculty professional development
- Hosting outreach events for students (teacher candidates)
- Hosting outreach or professional development for school partners (i.e., for student teaching placements); this should not duplicate or support existing efforts to help K-12 schools, but rather establish relationships specific to license teachers
- Developing courses, course materials, and/or professional development offerings (e.g., course buyouts or overloads or another mechanism the supplier institution allows)
- Purchasing materials specific to computer science learning for use in the teacher preparation program
- Attending computer science professional development or conferences (for team members and/or teacher candidates). *Note: travel to 2025 CSTA Annual Conference will be reimbursed through PrepareCS for team members.*
- Other uses of funds may be allowed, but should be sent via email to PrepareCS (preparecsed@gmail.com) for approval.

Supplier's Name: [name of the institution selected by the state team to receive the funds]

Scope of Work:

- [description of activities and how the funds will be used]

Item	**Amount**
Personnel (e.g., stipends, course releases, salaries)	
Materials & Other Supplies	
Meals	
Travel	
Total	

[If you're not sure yet how you will spend all of the funding, please include the following language.]
The allocation for remaining $XX,XXX will be determined after completing the first year of the project, but will be aligned to the goals of the PrepareCS program.

The University of Minnesota is an equal opportunity educator & employer.
2000 by the Regents of the University of Minnesota.

Payment Schedule:
Supplier will submit an invoice for all expenses by December 31, 2026 (Cohort 1) OR May 31, 2027 (Cohort 2). Invoices may be submitted earlier (as frequently as monthly) if needed. Invoices must not total more than $20,000.

Please note that receipts for any travel expenses must be included with invoices.

Overhead expenses are not allowed for this contract due to the terms from the organization funding PrepareCS.

The University of Minnesota is an equal opportunity educator & employer.
2000 by the Regents of the University of Minnesota.