

**EXHIBIT C  
STATEMENT OF WORK**

**Statement of Work for Assignment**

- *The Statement of Work for Assignment is to be completed by Supplier and submitted to the requesting Department.*
- *The completed Statement of Work for Assignment must be attached to the external link of the requisition submitted for these services.*
- *The department must ensure that the PO is adequately funded for the entire term of the placement. Failure to do so may result in the Assigned Individual being removed from the engagement.*

This **Statement of Work** ("SOW"), is submitted by **[Insert Vendor Name]** to Rutgers, The State University of New Jersey on behalf of **[Insert Department Name]** in accordance with its Master Services Agreement with Rutgers, The State University.

1. **Scope of Assignment:** **[Insert Job Responsibilities, Suppliers responsibility to provide and requestors verification]** This needs to list main duties, etc, not just job title.
2. **Assigned Individuals:** Supplier will assign the following individual(s) (each an "Assigned Individual") to Department for this engagement:

Name of Assigned Individual	Labor Category	Total Estimated Hours	Estimated Start Date	Estimated End Date	Hourly Bill Rate	Estimated Total Cost	Overtime Rate
XXXX	XXXXX	000	mm/dd/yy	mm/dd/yy	\$XX	\$XXXX	\$XX/hour

**Note:** Any modification of the End Date or Hourly Bill Rate must be processed through the submission of a PO Modification request and a new SOW showing extension dates, including rates.

**\*\*NO PLACEMENT SHOULD BE EXTENDED WITHOUT THE SUPPLIER FIRST RECEIVING A REVISED PURCHASE ORDER REFLECTING THE INCREASED AMOUNT OF THE EXTENDED SERVICES.**

3. **Contact Information:**

Department Representative (must be hiring manager)	Supplier Representative
Name: XXXX	Name: XXXX
Email: XXXX	Email: XXXX
Phone: XXXX	Phone: XXXX
Address: XXXX	Address: XXXX

4. **Remote:** Rutgers shall notify the supplier if remote work is acceptable for the position listed above.
5. **Termination:** Either party may terminate this SOW at any time upon fifteen (15) days prior written notice to the other party.