

SAMPLE PROFESSIONAL SERVICES CONTRACT

1. PARTIES:

The parties to this contract are the SAN DIEGO COUNTY WATER AUTHORITY, a county water authority, (the Water Authority) and _____, [a / an] _____ (Contractor).

2. SCOPE OF SERVICES:

The services to be provided by Contractor [are described in Attachment A] [are (describe within paragraph)].

3. PAYMENT:

(a) Payment for services. **[Option 1]** The Water Authority shall pay for services in a lump sum of \$ _____ upon satisfactory completion of the services and delivery of the work product.

[Option 2] The Water Authority shall pay for services performed in accordance with this contract according to the payment and fee schedule contained in Attachment B.

[Option 3] The Water Authority shall pay for services performed in accordance with this contract at an hourly rate of \$ ____.

(b) Reimbursement of expenses. **[Option 1]** The payment for services includes payment for all costs and expenses that may be incurred by Contractor in the performance of services.

[Option 2] Contractor will be reimbursed for actual, reasonable and necessary expenses incurred in the performance of services in accordance with the expense reimbursement schedule included in Attachment B.

(c) Maximum payment. The maximum payment under this contract for services and, if authorized, reimbursement of expenses, shall not exceed \$ _____.

(d) Invoices. **[Option 1]** An invoice for services shall be submitted upon completion of all services. **[Additional Option.]** If reimbursement of expenses is authorized, Contractor may submit monthly invoices for such expenses, including appropriate documentation of each expense incurred.] The Water Authority generally will process and pay bills within thirty (30) days from receipt.

[Option 2] All invoices for services will be submitted on a monthly basis to the Contract Manager. The Water Authority generally will process and pay bills within thirty (30) days from receipt. Each bill shall include an invoice showing the amount of services rendered during the billing period and the fee for such services. **[Additional Option A.]** If reimbursement of expenses