

Data Contractor Scope of Work

One page. Fill in the shaded fields. Seven fields, in this order.

Role

Starts on Monday

Billing

Hourly. Your manager directs the work.

1

Source systems

List every system, file or feed the contractor will read, with a letter, an owner and how often it refreshes.

A

B

C

2

Reconciliation target

Name the one record each output has to match, and say who keeps it.

3

Deliverables at weeks 2, 6 and 12

Write one thing you can open or run for each checkpoint, with the number it should match.

Checkpoint	Deliverable you can open or run	How it is checked
Week 2 Friday, _____		
Week 6 Friday, _____		
Week 12 Friday, _____		

4

Data access tier

Pick the lowest tier that lets week 2 happen and write down who can raise it.

☐ Tier 0, documents only. Data dictionaries, diagrams and tickets. No data.

☐ Tier 1, masked copy. Sample or masked data in a non-production copy.

☐ Tier 2, read only. Read access to production or a replica. No writes.

☐ Tier 3, sandbox write. Write access to a sandbox or staging schema. Production releases stay with your employees.

Only the sign-off owner raises a tier, and the change is written down.

5

Sign-off owner

Put one name on the checkpoints.

Role

Name

6

Weekly hours

Set the hours a week the work needs, and bill them by the hour.

hours a week x weeks = hours

7

End date

Count twelve weeks from the start and write down the Friday it ends on.

Friday,

Sample, filled in

A mid-level data engineer at a private credit fund, invented for illustration. Shaded text is a value you replace.

Role	Starts on Monday	Billing
Mid-level data engineer for a private credit fund	Monday, November 9, 2026	Hourly. Your manager directs the work.

1

Source systems

List every system, file or feed the contractor will read, with a letter, an owner and how often it refreshes.

A

Loan servicing system

Monthly loan tape, read only

B

General ledger

Trial balance by facility

C

Bank and custodian statements

Cash by account, file drop

2

Reconciliation target

Name the one record each output has to match, and say who keeps it.

Loans receivable on the month-end trial balance, by facility

Every loan tape total ties to it, or the break is listed with a reason.

3

Deliverables at weeks 2, 6 and 12

Write one thing you can open or run for each checkpoint, with the number it should match.

Checkpoint	Deliverable you can open or run	How it is checked
Week 2 Friday, November 20	Source inventory and field map	Every table and file listed with its owner and refresh time, and the first tape loaded to staging with row counts that match the source.
Week 6 Friday, December 18	Working reconciliation	Tape, ledger and cash load every night, and the report ties the tape to the ledger by facility with each break over your tolerance explained.
Week 12 Friday, January 29	Handoff you can run without the contractor	A scheduled run, tests, and a run book that one of your employees follows alone for a month-end.

4

Data access tier

Pick the lowest tier that lets week 2 happen and write down who can raise it.

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Data dictionaries, diagrams and tickets. No data.

☐ Tier 1, masked copy.

Sample or masked data in a non-production copy.

☐ Tier 2, read only.

Read access to production or a replica. No writes.

☒ Tier 3, sandbox write.

Write access to a sandbox or staging schema. Production releases stay with your employees.

Only the sign-off owner raises a tier, and the change is written down.

5

Sign-off owner

Put one name on the checkpoints.

Role: Controller, fund accounting

Name: Your one name

6

Weekly hours

Set the hours a week the work needs, and bill them by the hour.

30 hours a week for 12 weeks is 360 hours.

At the modeled national bill rate for a mid-level data engineer (\$98 to \$122 an hour, \$110 median) that is \$35,280 to \$43,920, or \$39,600 at the median.

7

End date

Count twelve weeks from the start and write down the Friday it ends on.

Friday, January 29, 2027

The Friday that closes each checkpoint, for four November starts

Start on Monday	Week 2 ends	Week 6 ends	Week 12 ends
Monday, November 9	Friday, November 20	Friday, December 18	Friday, January 29 2027
Monday, November 16	Friday, November 27 (the day after Thanksgiving)	Friday, December 25 (Christmas Day)	Friday, February 5 2027
Monday, November 23	Friday, December 4	Friday, January 1 2027 (New Year's Day)	Friday, February 12 2027
Monday, November 30	Friday, December 11	Friday, January 8 2027	Friday, February 19 2027

Week 12 lands in 2027 for every start. Put anything that must be delivered this year at week 2 or week 6, in writing. The bill rate is a modeled cell from the KOREI Contract Rate Index 2026-Q4, not an average of KOREI placements. KOREI IT contract assignments run a median of 136 days (n=410).