Deliverables vs. Documentation

OFFICE OF FLORIDA
FINANCIAL EDUCATION
PROVIDING KNOWLEDGE; BUILDING SUCCESS

What is the difference between a deliverable and source documentation?

Determining the difference between a deliverable and source documentation can be confusing. A deliverable is what the provider must perform or provide to trigger payment. It may be either <u>tangible or intangible</u> and must be documented as evidence of completion of performance requirements.

Source documentation provides evidence of the progress of the provider as well as the successful completion of tasks/services outlined in the scope of work. It accompanies deliverables and is <u>always tangible</u>. The type of source documentation used will depend on the criteria needing to be verified.

Below are examples of tangible and intangible deliverables and suggested documentation based on the scope of work.

Scope of Work Example

Training USA, LLC will provide a 12-part Desktop Support training program for eligible participants on a full-time basis as defined in Attachment A. Staff will consist of 1 program director and 3 instructors who meet the minimum qualifications as defined in Attachment A.

Eligible participants will be provided 120-minute group sessions facilitated by a minimum of 2 Training USA, LLC instructors. Group sessions will take place 4 times per month, Monday- Friday, between the hours of 2:00 pm and 6:00 pm. Each session must be held at the provider's location (123 Heartland Lane, Tallahassee, Fl. 32222).

Intangible Deliverable	Source Documentation Examples
One month of 12-part Desktop Support training provided in accordance with the scope of work example.	• Training Curriculum • Participant Sign-in Sheets (Including date, start time and end time, students' and instructors' names, location, and signatures) • Service Level Expectation Performance Report
Tangible Deliverable	**Source Documentation Examples**
Provider will purchase desktop computers for eligible participants.	• Purchase Order • Invoice • Receipt showing proof of payment

Can source documentation be a deliverable?

Source documentation alone may not necessarily be a deliverable, but is the means of attesting to the services provided during the reporting period. There are times when source documentation may be a deliverable, such as when a report is generated from the research data collected. Below are examples of when source documentation is a deliverable and when it is not.

Example 1:

✓	When researchers are gathering scientific data about the Zika virus, the report generated would be considered a deliverable because the scientific data provided in the report **is** the deliverable.
✗	A report describing the number of researchers employed to gather information about the Zika virus and how many hours they worked, would be a status report, **not** a deliverable.

Example 2:

✓	When researchers are gathering data on the population of the Gopher Tortoise on private lands, the report generated would be considered a deliverable because the data collected from the research **is** the deliverable.
✗	A progress report describing the status of the Gopher Tortoise research project would **not** be a deliverable.

Did you know?
You can visit the Department of Financial Services website to review the Scope of Work, Deliverables, and Financial Consequences job aids.

https://www.myfloridacfo.com/division/aa/training/state-agency-job-aids