

EVALUATION CONTRACTS CHECKLIST

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This checklist designed to help evaluators and clients to identify key contractual issues and make and record their agreements for conducting an evaluation. Advance agreements on these matters can mean the difference between an evaluation's success and failure. Without such agreements the evaluation process is constantly subject to misunderstanding, disputes, efforts to compromise the findings, attack, and/or withdrawal--by the client--of cooperation and funds.

Mark each item as *important and incorporated* **✓** or *not applicable* **na** or leave it blank _____, indicating *not agreed to though important*.

Basic Considerations

- _____ Object of the evaluation
- _____ Purpose of the evaluation
- _____ Client
- _____ Other right-to-know audiences
- _____ Authorized evaluator(s)
- _____ Guiding values and criteria
- _____ Standards for judging the evaluation
- _____ Contractual questions

Information

- _____ Required information
- _____ Data collection procedures
- _____ Data collection instruments and protocols
- _____ Information sources
- _____ Participant selection
- _____ Provisions to obtain needed permissions to collect data
- _____ Follow-up procedures to assure adequate information
- _____ Provisions for assuring the quality of obtained information
- _____ Provisions to store and maintain security of collected information

Analysis

- _____ Procedures for analyzing quantitative information
- _____ Procedures for analyzing qualitative information

Reports

- _____ Deliverables and due dates
- _____ Interim report formats, contents, lengths, audiences, and methods of delivery
- _____ Final report format, contents, length, audiences, and methods of delivery
- _____ Restrictions/permissions to report via diskettes, web site, etc.
- _____ Restrictions/permissions to publish information from or based on the evaluation

Reporting Safeguards

- _____ Anonymity/confidentiality
- _____ Prerelease review of reports
- _____ Rebuttal by evaluatees
- _____ Editorial authority
- _____ Final authority to release reports

Protocol

- _____ Contact persons
- _____ Rules for contacting program personnel
- _____ Communication channels and assistance

Evaluation Management

- _____ Time line for evaluation work of both clients and evaluators
- _____ Assignment of evaluation responsibilities

Client Responsibilities

- _____ Access to information
- _____ Services
- _____ Personnel
- _____ Information
- _____ Facilities
- _____ Equipment
- _____ Materials
- _____ Transportation assistance
- _____ Work space

Evaluation Budget

- _____ Payment amounts and dates
- _____ Conditions for payment, including delivery of required reports
- _____ Budget limits/restrictions
- _____ Agreed-upon indirect/overhead rates
- _____ Contracts for budgetary matters

Review and Control of the Evaluation

- _____ Contract amendment and cancellation provisions
- _____ Provisions for periodic review, modification, and renegotiation of the evaluation design as needed
- _____ Provision for evaluating the evaluation against professional standards of sound evaluation

Preparer _____ Date _____

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