

Appendix D

Evaluation Contracts Checklist

Evaluation Contracts Checklist

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Instructions: Mark each item as *important and incorporated* with a checkmark or *not applicable (na)* or leave it blank, indicating *not agreed to though important*.

1. 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

2. 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

3. Analysis

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

4. Synthesis

- Participants in the process to reach judgments
- Procedures and guidelines for synthesizing findings and reaching judgments
- Decisions on whether evaluation reports should include recommendations

5. 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 publish information from or based on the evaluation

Working with contractors

This checklist will help program managers, staff, evaluators, and evaluation clients 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.

6. Reporting Safeguards

- _____ Anonymity/confidentiality
- _____ Prerelease review of reports
- _____ Conditions for participating in prerelease reviews
- _____ Rebuttal by evaluatees
- _____ Editorial authority
- _____ Final authority to release reports

7. Protocol

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

8. Evaluation Management

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

9. Client Responsibilities

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

10. 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

11. 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

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