



# Evaluation Contracts Checklist

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This checklist was designed to help evaluators and 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. 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.

## 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 & 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

## 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

## 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

### Reporting Safeguards

- Anonymity/confidentiality
- Prerelease review of reports
- Conditions for participating in prerelease reviews
- 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

### Suggested Citation

Stufflebeam, D. L. (2001). *Evaluation contracts checklist*. Retrieved from <https://wmich.edu/evaluation/checklists>.

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### 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