

## Contracting with Program Developers

Depending on the selected program, the amount of contact with the program developer varies greatly. Some programs require a close working relationship during implementation, while others simply require the purchase of materials and/or training. The requirements should have been clarified during the Exploration Phase as part of the selection process. During Preparation, the relationship should be formalized so that there are no unexpected issues as the implementation moves forward.

- Determine exactly what role, if any, the program developer will play in the site's implementation. In some cases, the developer may provide a referral to a trainer or consultant and may not be directly involved. Clarify who this will be and what their role will be. The developer may have documents describing the implementation process and roles, or it may need to be discussed via email and phone.
  - In person visits?
  - On-site training required?
  - Coaching - on site or remotely?
  - Assessing fidelity and/or outcomes?
- Develop a timeline in conjunction with the program developer or trainer for when the training, coaching, etc., will take place.
- Will a formal contract, Memorandum of Understanding (MOU), or similar document be required by the developer and/or the site?
  - If Yes, what is the timeline and process to get the document approved and signed?
    - Does the document need to be signed before any work can begin?
  - If No, it may still be useful to spell out the relationship in writing so that all parties are clear on the anticipated process.
- Are there costs associated with the agreement with the developer?
  - Travel costs for meetings and trainings, conference call costs, coaching, etc.?
- How will identified costs be paid?
  - Need for other paperwork, agreements for payment, etc.?
- What happens if additional training or coaching is needed?
  - Option to establish a train the trainer program?
  - Costs and opportunities for additional training?