Negotiating Terms of a Contract
- Link to goals of application/grant
- Be specific and clear – have outcomes, not just outputs
- Make useful for both parties to find success
- Dates for “deliverables” – throughout project
- Cost tied to deliverables – issue in WA

Statement of Work - Example
- Sample of statement of work
- Tied to overall grant goals for Washington
- Links to evaluation
- Addresses sustainability
- Deliverables and due dates

Communication is Critical
- Multiple ways – in-person, phone, email – don’t rely on just one way
- Listen, explore, be clear about what you want and what is expected
- Find ways to explain things easily
- Meet often

Staff Changes = Change in Momentum
- Staff changes either at state agency or local program
- Documentation is critical – a written history
- Leadership at both organizations need to be “in the know” about project, accomplishments
- Deal with issues – example of what one person did may not be next persons skill or passion

Best Practices and Evaluation
- How to allow for local creativity and ownership when best practices are required
- If creativity is warranted, have help through Evaluator to evaluate and link to best practices
Contact Information

Melissa Allen, MSW – (360) 236-2846
melissa.allen@doh.wa.gov

John “Chip” Weir, PhD, MPH – (360) 236-2863
john.weir@doh.wa.gov

Washington State Department of Health
P.O. Box 47853
Olympia, WA 98504-7853