

# Appendix 2

## Drawing up a Consultant's Contract

Once you have selected the consultant you want to work with, a written contract should be drawn up. The contract can take a form similar to the Request for Consultation (RFC). At the very least, the items below should be included in your consulting contract.

- 1. Specify the deliverables.** Identify the specific topics and issues you want the consultant to address. The more detail you can provide, the better.
- 2. Develop a specific action plan and timeline.** Outline the work you want the consultant to do and when it should be completed. Penalties for not meeting the action plan and timeline could also be noted.
- 3. Define who will do the work.** Have the consultant identify who will work on the project, including associates, other companies or contracted individuals.
- 4. Specify the reporting requirements.** Detail when and how you would like reports to be presented. For example, you may want an interim report as well as a final report.
- 5. Specify the compensation arrangement.** Note your budget, plus any cap you have agreed upon, including additional budget items, such as how out-of-pocket expenses will be handled. While it is important that the consultant is paid in a timely fashion, ensure you are satisfied the duties are completed according to the contract before giving the consultant full or final payment.
- 6. Include a provision for non-performance.** Identify what constitutes non-performance in the contract, and what the consequences of that will be. If possible, reserve the right to terminate the contract if the agreed-upon duties are not performed.