

RESEARCH

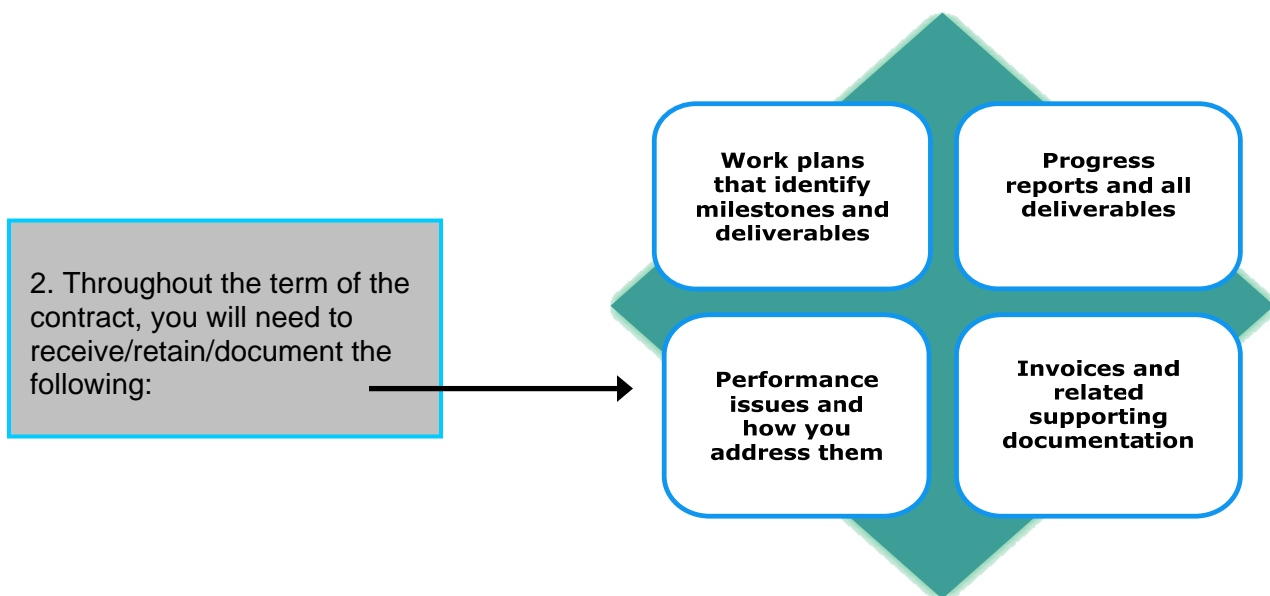
Managing Procurement of Consulting Services

Tip Sheet



In order to ensure an effective research/evaluation or knowledge mobilization project will provide useful information to guide policy and practice, it is important to develop and maintain a good working relationship with the external contractor. Keep the following things in mind when managing procurement of consulting services.

1. Clarify expectations with the external consultant by arranging an initial meeting to establish what you want, when you want it and how to work together on an ongoing basis.



2. Ensure project documents reflect how the project was managed on an ongoing basis, how deviations from expected performance were handled, and that deliverables were met.
3. Review invoices for accuracy and appropriateness prior to submitting for payment.
4. Document/track any changes (via change orders) to the contract.