

CoBro Consulting Contracting Process Fact Sheet

Welcome! Thank you for choosing CoBro Consulting to address your database management and evaluation needs. We are appreciative of your business and look forward to serving your program. The following highlights the process and next steps for contracting and initial implementation of your Compass System

Contract: CoBro Consulting must have a fully ratified contract in place before any work can be done developing your database or implementing evaluation and survey services. CoBro Consulting can provide a contract template, or a contract can be provided by your organization. A fully ratified contract includes the following documents signed by both your organization and our company: **Contract** and **Contract Addendum**. We will also develop an annual Work and Payment schedule that will accompany your contract documents and be renewed annually, but this document does not have to be complete before work begins.

Customization Form: This can be completed while waiting for your contract documents to be completed. Completed customization forms should be sent to Carina Davio at cdavio@cobroconsulting.com. Customization of your database will begin as soon as the contract is fully ratified. We reserve two weeks to develop and implement your customized database. Your program will be notified once your system is live.

Training: If your contract includes system user training, this will be scheduled once the contract is fully ratified. Any training scheduled prior to contract ratification will not be guaranteed.

Data: Once your system is live, our team will work with you to collect the necessary data for upload into the Compass System. Please note that activities and services cannot be documented in the Compass System until initial student data is provided, formatted and uploaded into the system. Timelines outlined in your contract Work and Payment schedule are dependent on the ability to obtain the data from your program in a timely manner.

If you have any questions or concerns about this process, please contact Director of Client Relations, Carina Davio at 208-340-1176 or by e-mail at cdavio@cobroconsulting.com.