Technical Assistance Policy for Projects that Exceed Eight Hours

1. State Relations Specialis schedules meeting with state, Assessment and State Relations team to discuss request and potential scope of work.
2. Assessment team writes formal Scope of Work (SOW) and develops price using established hourly rates. If there are any expenses aside from personnel, contact Craig Neuroth, WIDA Financial Specialist, to develop price quote.
3. Assessment team sends SOW and price quote to State Relations team.
4. State Relations team contacts state with SOW and quote information.
5. State Relations team must work with state to secure purchase order, contract, or MOU amendment to pay for the work to be done.
6. State Relations team sends contract/agreement along with agreed SOW to WIDA Operations after received from state.
7. WIDA Operations works with business office on contracts and legal sign offs with support from State Relations team as a liaison between WCER Legal Counsel and state.
8. Once legal paperwork is completed, State Relations team sends copies of signed documents to state.
9. Assessment team is able to begin work when project reaches top of their queue and relevant documents/files have been sent by state to Assessment data management team. All data requests are encrypted and delivered via WIDA's STFP site.
10. Once work is completed, Assessment team sends work to State Relations Specialist for dissemination to state, copying Assessment data management team on the communication.
11. Assessment team notifies WIDA Operations that work is complete.
12. WIDA Operations creates invoice sends to WCER business office. Business office forwards invoice to State Relations. State Relations sends invoice to state.