**PROFESSIONAL SERVICES REQUEST**

As a network of programs and individuals with experience in professional education and health practices in rural areas, some of The RTT Collaborative’ s most important assets are the distributed knowledge and technical expertise represented by our program participants and staff.

I am requesting a peer consultation from this community of practice.

**Primary Purpose of Consultation (check as many as three):**

* Feasibility of New Program
* Program Design
* Program Development or Expansion
* Financial Planning
* Assistance with accreditation
* Targeted problem-solving
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specialty or discipline**

* Family Medicine
* Internal Medicine
* Psychiatry
* OB/Gyn
* General Surgery
* Pediatrics
* Nurse Practitioner
* Physician Assistant
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Consultation Request (see** [**consulting services**](https://rttcollaborative.net/about/tools-and-assistance/consultation-services/)**):**

* **Phone or Videoconference Meeting** – Q&A, discussion or topical content sharing greater than 30 minutes, billed hourly
* **Document Review** - Residency program application (PIF), review of ACGME citations, marketing materials review, billed hourly
* **Onsite Visit Package** - Formal consultation regarding a developing or existing residency program or undergraduate rural track including pre-visit preparation and post-visit report
* **Online Package – Formal consultation as for the Onsite Visit Package, conducted solely online**
* **Limited Term Mentoring or Advising** - e.g., monthly videoconference meeting or some other form of regular communication with consulting program leadership (Program Director, Associate Program Director, Residency Coordinator, and/or others); participation in regular planning meetings
* **Speaking Engagement** – Invited presenter at in person or video-conference meeting with honorarium

**Formal Request - Complete the Shaded Cells**

|  |  |
| --- | --- |
| **Date of request:** |  |
| **Person requesting services:** |  |
| **Requestor's institutional affiliation:** |  |
| **RTTC Participating Program Name (if applicable) – See** [**list**](https://rttcollaborative.net/rural-programs/) **on RTTC website** |  |
| **Participating Program Status: Paid for AY2022 (Paid or not paid)** |  |
| **Requestor’s email:** |  |
| **Requestor’s phone:** |  |
| **Primary Point of Contact (POC) if other than above requestor:** |  |
| **Primary POC email:** |  |
| **Primary POC phone:** |  |
| **Billing contact name:** |  |
| **Billing contact email:** |  |
| **Billing contact phone:** |  |
| **Billing contact address:** |  |
| **Remit to address:** |  |
| **Does your organization require a completed professional service or vendor agreement? (Yes/No/Don’t know)** |  |
| **Additional billing information:** |  |
| **What key questions would you like to have answered?** | 1. |
| 2. |
| 3. |
| **What deliverables do you expect?** |  |

|  |
| --- |
| Please return to Dawn Mollica, Administrative Director, The RTT Collaborative  Heritage Hall 283, 191 West Union Street, 1 Ohio University, Athens, Ohio 45701  Email: [mollicd1@ohio.edu](mailto:mollicd1@ohio.edu)  Phone: (740) 593-2253 |

**Process**

Generally, within a week of receipt of this request for services, The RTT Collaborative will propose a scope of work and fee for approval by the requestor and their institution.

**Fees.**

The fee for this consultation is reflected is exclusive of any travel-related costs. Any travel, lodging, or meal expenses incurred by the consultant(s) in the course of this consultation will be billed to the Client, at cost. The consulting site is responsible for release time funding of hosting faculty, administration, and staff.

Fees are payable as follows: Full balance due and payable within thirty (30) days after receipt of an invoice.

**Benefit of participating program status.** Paying a $2,750 participation fee to the Collaborative prior to the delivery of any services will entitle your organization to a 50% discount, reducing a $15,000 onsite consult to $7,500, for a total of $10,250 plus travel expense reimbursement. This discount is available because other rural programs also contribute an annual fee to fund our infrastructure, and in this way, we help each other. Our hope is that your program will participate in future years and continue to benefit even as you too help others.

For as long as the developing residency program remains an active annual participant in The RTT Collaborative (July 1 to June 30 each academic year), there is no charge for brief remote consultation, correspondence and ongoing follow-up beyond the short-term. Participation comes with additional benefits found at: <https://rttcollaborative.net/join-the-movement/become-participating-program/> (See participation requirements)

**Confidentiality.** It is the intention of the RTTC staff and consultants to keep all reports confidential. However, RTTC cannot be responsible for breaches of confidentiality that result through a client’s use or dissemination of RTTC reports. Therefore, in consideration of the execution of this Agreement by the Client, and the acceptance hereof by RTTC, each party hereby mutually releases the other for any breach of confidentiality of any information, opinions or recommendations relating to the Client and/or Applicant Program collected, produced, and published in confidence as a report by RTTC.

It is understood and agreed that the RTTC staff and consultants may share information obtained from the Client in the course of the consultation contemplated by this Agreement, including any final report resulting therefrom, with other bona fide RTTC consultants, provided such consultants agree to maintain the confidentiality of such information.

**Liability.** In consideration of the acceptance of this Contract by the RTTC, and as an inducement to such acceptance, the Client hereby releases and agrees to hold harmless the RTTC, its participating programs, and any RTTC-provided consultant from any and all loss or liability on account of any claim by, through or on behalf of the Client based upon or arising out of any act done or omitted in good faith by any person relating to the performance of the consultation hereby requested.

RTTC's engagement hereunder is for the provision of peer consultative services and information relevant to the Client's mission and purpose. Any opinions, advice, statements, or information that are expressed in connection with this consultation are strictly those of the RTTC consultant. RTTC makes no representations or warranties concerning the suitability of such information and services for any particular purpose. In addition, RTTC will not be liable in any event for lost profits, consequential, indirect, punitive, exemplary, or special damages.

**Cancellation Policy:** In the event that the Client shall cancel after this Contract is signed, cancellation fees will be assessed through and including the cancellation date. The Client shall pay the RTTC within thirty (30) days after its receipt of a reasonably detailed invoice.

CANCELLATION FEES AFTER SIGNED CONTRACT

* Hourly fee (see above) for all consultant hours invested to time of cancellation.
* Consultant's unrecoverable travel expenses and other costs.
* $500 administrative fee.

**Intellectual Property:** RTTC is licensed to use, all trademarks, tradenames, copyrights, reports, and other intellectual property material to its business, and the use thereof by the RTTC does not infringe upon the rights of any other Person.