

**ALTERNATIVES FOR CONTRACTOR SELECTION PROCESS  
FOR RRWC PROJECTS/ PROGRAMS**

A. Three potential project initiation types:

- 1) Person or entity approaches the RRWC to “sponsor” or “partner” for project or program development and implementation:
  - I. Board determines if project meets RRWC Mission and Goals
  - II. Board or designee determines if person is qualified (See Criteria for 3)
  - III. If I. & II. are met, Board or designee negotiates contract agreement, including: Responsible RRWC person, and scope of work with task description, cost, schedule - as minimum elements.
  
- 2) RRWC identifies funding source that meets RRWC’s goals and/or plans. RRWC seeks person / entity for partnership in completing proposal and seeking funding:
  - I. Ideal situation for RRWC is that there is a thoroughly researched Qualified Bidder List to assist in quick turn around when opportunities arise. Selection criteria should include (weigh of one element more than another may be determined by type of project):
    - a. Education
    - b. Experience
    - c. Knowledge of the area/region
    - d. References
    - e. Legal requirements incl: drivers license, insurance, etc.
    - f. “Essay” proposal description
    - g. “Fit” with organizational culture, Mission, Goals, etc.
    - h. Is candidate an independent worker?
  - II. Additional Considerations:
    - a. Track Record
    - b. Community acceptability

RRWC identifies person to perform contract manager role – RRWC delegates authority for project implementation
  
- 3) RRWC has task and funding:
  - 3A. Preliminary Proposal Selection Process
    - I. Designate Committee and/or Chairperson for selection, contracting and/or hiring process (President appoints?)
    - II. Write contractor’s job description including pay range, Criteria Check List, qualifications, etc. Job description includes (at a minimum):
      - a. Project Task Descriptions
      - b. Cost
      - c. Schedule (timeline with deadlines/thresholds)
    - III. Designate RRWC person to oversee project/tasks during implementation

- IV. Set date/deadline for responses/proposals
- V. Publicize job or select from Qualified Bidder List & provide job description, etc.

### 3B. Selection Review Process

- I. Review proposals, resumes, etc.
  - a. Is submittal complete?
  - b. Does candidate meet minimum qualifications?
  - c. Remove all non-qualified applications or incomplete submittals
  - d. Call references (ask same questions in all calls)
  - e. Review proposal description
  - f. “Huddle” & select applications/applicants for interviews
  - g. Determine number of interviews to be held
- II. Conduct interviews
  - a. create list of questions to be asked of all interviewees
  - b. create follow up questions (if necessary)
- III. Screen and rank candidates in post-interview phase
- IV. Determine if Board should interview candidates
- V. Possible second interview phase
- VI. Screen, rank

### 3C. Recommendations

- I. Committee recommends selected proposal to RRWC Board of Directors.
- II. Board of Directors reviews proposals, makes selection, and reports selected proposal to RRWC
- III. Negotiate contract (see contract minimums in 1)

B. Board of Directors evaluates unforeseen opportunities and acts as appropriate with above guidance.

- I. Contract administration decisions (amount of money involved, type of tasks, project funding and/or contract payment, schedule for completion, etc.) are the responsibility of the Board of Directors. The Board of Directors and/or the RRWC Project Manager will report to the RRWC all actions undertaken to support and implement contracts/projects administered by the RRWC.
- II. Essential contract negotiation requirements including qualifications, experience, resume, references, insurance, tax reporting, “hold harmless” doc, proprietary agreement, and other contractual requirements/information would be determined by the Board of Directors.