

Upper Colorado River Wild & Scenic Stakeholders Amended and Restated Management Plan

Contractor Protocols

The following procedures are intended to provide a structure to guide the process of hiring, managing and closing out contracts with outside consultants providing services to the Stakeholder Group (SG). These protocols identify guidelines for the development of a project request, budget coordination, bidding, contractor selection, project management and conclusion. The guidelines indicate key points of review by the SG (work plan and cost estimate, Request for Proposals/Qualifications (RFP/Q), contractor selection), formation and responsibilities of the requesting committee, Work Group (WG), SG Administrator and other committees. A Participating Member or Interest Group (IG) may propose alternative procedures by requesting SG review at any point in the process. A template RFP/Q can be found on the Wild and Scenic SG website in [the document library](#).

Requests for Proposals¹

I. Project Request

- a. The Wild and Scenic (W&S) committee that is requesting the work (requesting committee) develops a project request, which will include an initial project description and anticipated tasks. SG reviews and comments on project request. If the work depends upon the expertise of another committee or individual, the requesting committee will identify how collaboration will occur.
 - i. Requesting committee may recommend to the SG a streamlined procurement process based on several factors (ex. renewal/repeat contracts or low budget amounts).
- b. The requesting committee will identify individuals *in advance* who will participate in a WG to oversee the project.
 - i. The WG shall have, at a minimum, one representative from the requesting committee and at least two individuals representing different IG's. The number of individuals from any IG is not limited, nor required, and WG membership may include unaffiliated experts if it does not present a conflict of interest.
 - ii. The WG will identify a representative to serve as the 'work group lead'. This person could be a participating member of the SG or an SG representative.² The WG lead will work closely with the SG Administrator to:
 - Prepare agendas and summaries for WG meetings;
 - Be mindful of the composition and participation of the WG;

¹ On occasion, the SG or committee might use a Request for Qualifications. Once a service provider is selected, then a proposal would be developed in accordance with above.

² SG Representative would likely be the SG Administrator (Anna Drexler-Dreis).

- Manage deadlines and review progress on project milestones.
- c. If the project request is supported by the SG, the requesting committee/WG will develop a proposed Work Plan and Cost Estimate.
 - i. Develop specific proposal review standards along with Work Plan.
 - ii. Develop Cost Estimate through review of industry practices, methods and standards, if available.
 - iii. Coordinate with Finance Committee on potential funding.
 - iv. Requesting committee reviews and approves Work Plan and Cost Estimate prior to SG consideration.
- d. SG reviews and provides final approval of Work Plan and Cost Estimate.

II. Funding and Contracting (Finance Committee)

- a. Confirm availability of funds
 - i. Budgets are set to project through the end of the following W&S Fiscal Year (April 1 – March 31).
 - ii. Whenever possible, expenses for March 31 – September 30 should be identified prior to June of the previous year.
 - iii. Requesting committees may consult with the Finance Committee to submit project proposals after March 31 to be added to the current fiscal year budget, depending on the availability of revenue sources. All budget adjustments are subject to approval by the SG.
- b. Determine fiscal agent³ to manage these funds, based on revenue source (e.g., IG dues, CWCB purchase orders, grants, etc.).
- c. Confirm progress on milestones prior to payment of any invoices.
 - i. Fiscal agent and SG Administrator ensure that invoices are paid in timely fashion, which is reviewed by the Finance Committee on a monthly basis.
- d. Determine contracting entity for this project, including contracting procedures, insurance requirements, etc.

III. Develop RFP/Q based on approved Work Plan and Cost Estimate

- a. Requesting committee works with SG Administrator and WG to develop RFP recommendation for SG approval.
- b. RFP/Q approved by SG
 - i. Quarterly, Special Meeting or GC email vote, as appropriate.

IV. Advertise RFP/Q via W&S & stakeholder websites, and stakeholder network (SG Administrator and SG members)

- a. Finalize advertisement language and attachments (refer to RFP/Q language).
- b. Distribute RFP/Q within W&S SG and solicit contractor recommendations/contacts.
- c. Post on *www.upcowildandscenic.com* website.
- d. Inquiries on RFP/Q process or Work Plan will be fielded by WG lead and/or SG representative. (See Template RFP for scheduling)

³ Member organizations that act, as authorized, on behalf of the SG to enter into contracts, collect and retain funds, or incur debts.

V. Review of responses

- a. WG works with requesting committee to review responses to RFP/Q and develop recommendation(s) for SG approval.
- b. Requesting committee finalizes recommendation to SG
 - i. Special circumstances: Participating stakeholders who work for submitting entities will disclose the potential conflict of interest and recuse themselves from the review and selection process.

VI. Selection and Notification

- a. SG approves final contractor selection
 - i. SG approval includes total cost and specific Work Plan.
 - ii. Finance Committee updates W&S budget and addresses revenue needs.
- b. Notify successful firm.
- c. Email notification to unsuccessful firms
 - i. “Debrief” memo, developed from evaluation criteria included in RFP package, may be sent to unsuccessful firms or stakeholders, describing rationale for SG’s decision.
 - ii. Debrief memo approved by requesting committee and distributed as appropriate.

VII. Contracting

- a. Finalize and execute contract
 - i. SG Administrator and WG lead will work with successful firm to develop final Scope of Work, based on Work Plan approved by the SG.
 - ii. SG Administrator oversees execution of contract.

VIII. In-progress Project Management

- a. At the direction of the WG lead, the WG will meet as necessary to review timelines and milestones and evaluate completed work.
- b. SG Administrator will approve invoices, in coordination with the WG lead and Finance Committee.
- c. SG Administrator and WG lead will coordinate with successful firm to schedule reviews and presentations for preliminary and final reports.

IX. Conclusion of project

- a. WG reviews deliverables and completed work provided
 - i. Review as specified in contract.