

US EPA ARCHIVE DOCUMENT

Getting Started

Procuring And Managing A Contractor

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Region 1 All Grantees Workshop

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Procuring A Contractor

- Federal Regulations – 40 CFR 30.40 “Open and free competition”
- Cooperative Agreement Terms & Conditions
- State regulations
- Local regulations
- Organizational regulations, policies, etc.

RFP VS. RFQ

- Request For Proposal: Typically used to procure a single contractor
- Announce in business publications, newspapers, and internet
- Review & score proposals
- Interview contractors
- Select based on experience, technical criteria, cost, interview

RFP VS. RFQ

- Request For Qualifications: Typically used to develop a list of qualified contractors
- Announce in business publications, newspapers, and internet
- Review qualifications, interview and select contractors for list
- Hold “mini-competitions”
- Select contractors based on cost, technical criteria, experience, interview

Procuring A Contractor: Tips

- “Don’t reinvent the wheel.” Use EPA, State, Local & fellow grantee resources
- Ask for EPA, State and/or local assistance in the process
- State or municipal contractor list?
- Get one onboard as soon as possible!

Managing A Contractor

- Advise them of Terms & Conditions of your cooperative agreement (i.e., Davis-Bacon, QAPP, reporting requirements, etc.)
- Meet with EPA & State early
- Make frequent contact (i.e., meetings & phone calls)
- Have a schedule with deadlines (project milestones, invoicing)
- Be flexible

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