

# IRC CONTRACTOR POINT OF CONTACT

Serve as liaison between Contractor and IRC/COSD Staff facilitating communications, coordination of activities and review of performance relative to contracted services. This includes;

- Oversight of contractor performance;
- Review of timelines and progress; and,
- Coordination with COSD Staff to verify contractor billing, performance, compliance.

**Role is limited to monitoring and oversight only. The IRC retains all authority to direct and define the activities of the contractor.**

## GENERAL DIVISION OF ROLES

| Duty/Task                  | IRC Point of Contact | County COR |
|----------------------------|----------------------|------------|
| Onboarding                 | Joint                | Joint      |
| Contract Enforcement/Audit | Support              | Lead       |
| Oversight                  | Joint                | Joint      |
| Quality of Performance     | Lead                 | Support    |

# MOTION

Authorize Demographic Services RFP and Public Outreach and Engagement Services RFP AHCs to work with Staff and Counsel to Define Role of IRC Point of Contact for Contractors to be Considered for Adoption at a Future IRC Meeting.