

Independent Redistricting Commission

June 10, 2021
Item 6

MOTION:

To facilitate the provision of services by service providers to the IRC, the IRC may establish a Single Point of Contact (SPOC) for each service provider. The SPOC will be an IRC commissioner appointed by the IRC chairperson to serve as the liaison between a contracted service provider, the IRC and the COSD staff, facilitating communications between IRC meetings, coordination of activities, and review of performance relative to contracted services. Specific duties authorized by IRC for its SPOC include:

- To work with the COSD Contracting Officers Representative (COR) to provide orientation and onboarding of service provider.
- To provide a channel for communication at the IRC level between regular and special meetings concerning scheduling, performance standards, and other procedural matters.
- To provide an ongoing oversight presence for the IRC of service provider performance, including review service provider work product for completeness and quality relative to stated IRC directives, and monitor timeliness and progress relative to IRC schedule and timeline, and report on such matters at regular and special meetings of the IRC as needed.
- To coordinate with COSD staff and COR to validate service provider billing, performance, and compliance.
- To work with and support the COSD COR as appropriate.