



# COUNTY OF SAN DIEGO

## Independent Redistricting Commission

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### IRC Single Point of Contact Role and Responsibilities

To support the redrawing of the County of San Diego's (COSD) supervisorial districts, the COSD Independent Redistricting Commission (IRC) will need to contract for certain services. For all such contracted services, the IRC has full and complete authority to select service providers, as well as, direct, define, evaluate, monitor, audit and coordinate their activities.

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.

The IRC will continue to perform its oversight function and retains all authority to direct and define the activities of the service provider.

Also, in support of the IRC's redistricting mission, the IRC recognizes the role of COR. The COR is a defined position within COSD Departments to monitor and ensure compliance by the service provider with terms of their contract and to facilitate payment and other administrative tasks. COR authority does not supersede IRC's authority as outlined above.

Further, the IRC authorizes the SPOC to work with and support the COR as appropriate. The following table provides an outline of the relationship between the SPOC and COR.

Task/Duty	IRC SPOC	COR
Orientation and Onboarding	Joint	Joint
Contract enforcement/audit	Support	Lead
Quality of performance	Lead	Support

Motion

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