

Agreement for Demographer Services § 1.4: Designee

- Contractor at its sole cost & expense can obtain all employees and subcontractors required for Contractor to perform its duties:
 - County shall have no obligation to pay Contractor's subcontractors
 - Contractor retains the prime responsibility for carrying out all the terms of its contract, including for subcontractor performance and retention of records
 - Contractor shall provide COR with copies of all subcontracts
 - Subcontractors shall be notified of Contractor's relationship to County
 - Subcontract must include all Standard Terms & Conditions & not exceed term of Contract
 - All subcontractors must comply with conflict of interest provisions of contract
- Subcontract in excess of \$50,000 or 25% of the value of the contract, whichever is less, must have prior concurrence of the COR and IRC or **designee**

Agreement for Demographer Services § 1.4: Role of SPOC

June 10 motion defining SPOC role does not include serving as IRC designee:

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.

As needed and appropriate, appointing SPOC as designee provides for efficiency, but any Commissioner is eligible.

Agreement for Demographer Services § 1.4: Possible Motion

Potential motion appointing designee under Agreement of Demographer Services § 1.4

Moved that Commissioner [NAME] be appointed IRC designee for subcontract approval under section 1.4 of the Agreement with FLO Analytics for Demographer Services, subject to concurrence of the IRC as to compliance with section 1.4.