

# Greater Victoria Early Childhood Community Coalition

## Guidelines for contracting coalition work

### **Purpose:**

While the GVECCC (Greater Victoria Early Childhood Community Coalition) primarily gets work done through the in-kind contributions of members time, there are occasions when we need to contract with a person or persons to achieve work that requires specialized skills, is too large for the available members time, or must be done more quickly than can be done by members. Our process must be both effective and defensible, demonstrating to contractors, the coalition and the community that a level playing field exists.

### **Process**

Through the leadership group of the coalition, a list of potential contractors who see their skills as a fit for the kind of work the coalition does will be compiled. A general communication will go to all coalition members, with an invitation for further distribution. Also, wherever possible, specific contracts with the coalition or its financial representatives will be communicated to the coalition members as a call for expressions of interest. Task groups needing the service will make recommendations to leadership about the person(s) they believe is best suited to the work in question. The Leadership Committee will make a decision based on the need for the work (See checklist) and:

- Best value has been received for the money spent,
- An adequate basis for comparison is achieved,
- Awarding contracts is defensible, - contractors are treated fairly, and
- The contractor is best qualified to meet the requirements.

Leadership may make direct awards but the competitive process should occur to the extent reasonable and cost effective for commitments.

**Need for contracted services  
CHECKLIST**

<p><b>1. Background</b></p> <p>a. Is the need, issue or opportunity clearly defined in general terms?</p> <p>b. Is there a clear understanding of service delivery needs?</p> <p>c. Are the relevant facts, history and current situation clear?</p>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
<p><b>2. Project Description</b></p> <p>a. Does the scope clearly detail what the project will accomplish?</p> <p>b. Are the goals/objectives clear, measurable, action orientated and time limited?</p> <p>c. Are all the major deliverables detailed?</p> <p>d. Are all the parties identified that are impacted or the project is dependent on?</p>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
<p><b>3. Strategic Alignment</b></p> <p>a. Can the project achieve the stated goals?</p> <p>b. Is it clear how it will contribute to the coalition's mission as reflected in the Charter?</p> <p>c. Is it clear how it will contribute to the achievement of goals in our community plan(s)?</p>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
<p><b>4. Alternatives</b></p> <p>a. Have all viable alternatives been determined and are they distinguishable?</p> <p>b. Do alternatives take advantage of partnership opportunities?</p> <p>c. Have any critical success factors been highlighted for each alternative?</p> <p>d. Have all constraints for each alternative been identified?</p>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p> <p>[ ]</p>

<p><b>5. Implementation Strategy</b></p> <ul style="list-style-type: none"><li>a. Is there an action or implementation plan with milestones and target dates? <input type="checkbox"/></li><li>b. Are any required resources (people, dollars, time) clearly identified? <input type="checkbox"/></li><li>c. Is it clear how the costs were calculated?</li><li>d. Are the costs reasonable?</li><li>e. Are the costs reasonable?</li><li>f. Are the critical success factors identified?</li></ul>	
<p><b>7. Accountability</b></p> <ul style="list-style-type: none"><li>a. Is it clear whom the contractor is accountable to for both communication and outcomes?</li></ul>	