**GUIDANCE DOCUMENT**



**INTERVIEW DISCUSSION GUIDELINES**

**Questions to ask and reflect on prior and during drafting an RFP or Contract:** Part of the contract process will be agency staff being asking questions in order to understand the project better and provide better guidance when planning the contract.

**Questions**

**Who:**

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| Which agency staff members are knowledgeable about the project or will serve on the development team? Which leadership team members are project champions?Are other entities or state agencies involved?Who will be our stakeholders?Which staff members, programs, divisions, agencies, or CPV members will use the contract?Who else is doing the same work?What types of contractors or entities are qualified or eligible to do the work? |

**What**

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| What is the scope of the project? What are the specific tasks to be performed?What is the statutory authority?What agency objectives are supported by this project?What is the funding source and restrictions? Is this clean water funding? If yes, provide guidance on work plan, eligible/ineligible expenses and clean water funding guidance. What, if any, statutes or rules direct this project? |

**When**

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| When must the project start, and when must it be completed? Is there any flexibility?When are reports due?When does the funding expire?When and how do you want to receive invoice?Going forward, how frequently do you expect this to occur? |

**Where**

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| Where will the work be performed?Will we need to pay for travel expenses?Are there any restrictions on location of the contractor facility or office? |

**Why**

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| Why is a contract needed? Have we considered whether other state employees/agencies can do this?Why is this a project, or is it someone else’s project that the agency has authority and reason to support?Are there any restrictions on location of the contractor facility or office? |

**How**

By asking the above questions, the PT contract coordinator will learn as much as possible about the project, and then collaborate with you to determine how the project will be completed. While you may not know how the project will be completed initially, by continuing to explore these questions, a clear path will evolve.