

H&OP MINUTE

Human & Organizational Performance

Solicitation Process Improvements

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What's the Issue?

Developing public bid solicitations (contract docs) can have unpredictable timeframes, due (in part) to:

- Last-minute changes due to late input from stakeholders
- Heavy workloads and project deadlines, creating rush for completion (i.e., preventable errors to correct)
- Delays due to multiple reviewers and re-reviews, resulting in starts/stops in the workflow

Needed:

Faster process times, better quality, and less staff frustration!

Solicitation Process Improvements

Process Goals:

- Establish predictable project contracting timeframes
- Ensure contract docs meet project requirements
- Eliminate errors and last-minute changes
- Foster a collaborative environment between:
 - Asset owners
 - Project managers
 - Contracting staff
 - Support departments



Management has the most influence to change (for good & bad) the local and organizational factors.

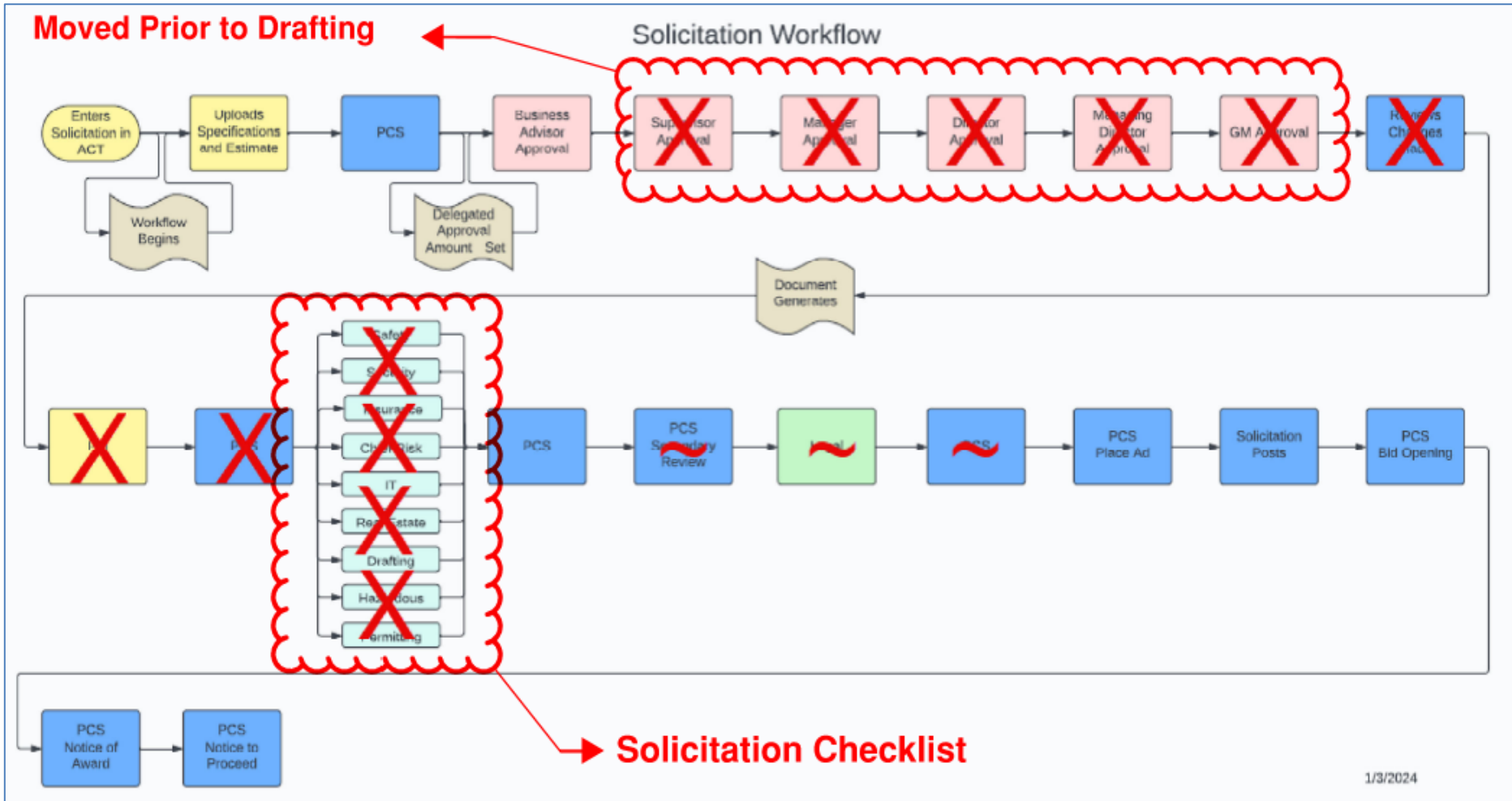
“The Successful Delivery of Projects within Scope, Schedule, and Budget”

Solicitation Process Improvements

Process Objectives:

- Shorten contracting workflow and reviews by:
 - Early coordination of key project decisions
 - Create a concise record of project requirements that captures key contracting elements
 - Engage “Parallel Reviewers” before drafting contract documents – eliminating reviews (and re-work) late in process

Solicitation Process Improvements



1/3/2024

Solicitation Process Improvements

Related Improvements & Implementations:

- **Project Solicitation Checklist**
 - Memorializes project requirements to be included in the contract docs
- **Common Commitments**
 - Written acknowledgement of District Team’s expectations and responsibilities to each other and the project
- **“Project Readiness” Meetings**
 - Early Team collaborations on project challenges and requirements prior to drafting contract docs

Questions?

