



Subcontractors



Blount County Habitat

Our program history, model, and why we operate the way we do.



BCHFH – Home Repair Program

- Started as a strictly volunteer model (HRC) managed by part-time staff w/ inconsistent productivity
- After performing projects over 2 years, great need was discovered in the community.
- Revamped program hired 2 full time staff
- Put emphasis on contractors
- Researched funding sources to grow program
- Created suite of grants/loans to fund projects
 - Each contained unique requirements for using contractors
- Frustrations from all parties over different processes on each project (due to different funding source's requirements)
- Invested time to rebuild subcontractor portion of the program to optimize processes and procedures.
 - One process to meet all funding sources most strict requirements
 - Formal procurement process for each project

Building Subcontractor Database

Best methods, ideas, and why it matters

Building Your Subcontractor List

Quick ways to build a contractor list:

- Start spreadsheet using subs you and other staff/contacts already know
- Contact other similar organizations, ask for their contractor list.
- Call construction supply retailers, ask for contractors who have accounts
- Call local code/permit office, who is pulling permits for jobs similar to yours?
- Check Disenfranchised Business Enterprise (DBE) registry
 - Also brings diversity into contractor program
- Business Networking Groups

Cultivating Relationships

Reasons it's Important:

- Will be more active
- Conflict resolution
- Will refer potential applicants
- Will become DONORS/SPONSORS

Some best methods:

- Social media
 - Shoutouts on Org Page
 - Personal “friends”
 - Interact!
- Meet them onsite
 - Before or during project
- Deliver Payment
- Invite to fundraising events

Procurement



Our Process

- Requisition
- Request for Quotes
- Scopes of Work
- Specifications

- Typically 2 week deadline on most projects
- Regular follow up with vendors
- Ensure “apples to apples” quotes

- Submit contract documents
- Request tax/insurance/license documentation
- Set deadline for return

Internal Documentation

Submission to bidders

Project out to bid

Bid Evaluation

Award

Start work

- List of invitees sent to homeowner
- RFQ's sent to all invited bidders

- Perform Cost evaluation
- Perform Bid evaluation
- Submit for approval with recommendation to senior officer

- Verify all documents submitted
- Send fully executed contract
- Submit formal notice to proceed

Coordinating the Project



Good practices

- Phone call to homeowner, inform of contractor selection next steps
- Send Notice to Proceed to contractor, follow up with phone call
- Log all discussed dates and correspondence (Procore)
- Follow up with contractor prior to est. completion date
 - Confirm still on schedule
 - Ask for invoice
- Schedule final inspection within a few days of completion
 - Complete all closeout doc's at inspection
- Approve invoice and process payment within a day of inspection.
 - Offer to mail or arrange a pickup

Final Thoughts

- Think ahead
 - Start next steps ahead of time
- Implement one process that covers all projects
- Continue building subcontractor list
- Keep all parties informed
 - Keep it fluid

- Questions.....