Contractors Use Protocol

These items are to be considered when making a decision whether to conduct work internally or to hire a contractor. Your decision may also include other factors; however, these items should also be considered.

1. Is there an agency requirement to use an outside contractor for the specific work, or are there special licensing or certification/credibility requirements?
   - □ YES  □ NO
   - If yes, utilize outside resources.
   - Comments: _______________________________________________________________
   - _______________________________________________________________
   - _______________________________________________________________

2. Is this a planned or unplanned event?
   - □ YES  □ NO
   - If yes, please explain.
   - Comments: _______________________________________________________________
   - _______________________________________________________________
   - _______________________________________________________________

Items to be considered with the assistance of your manager:

3. What is the scope of the project?
   - Please provide overview of scope of work.
   - Comments: _______________________________________________________________
   - _______________________________________________________________
   - _______________________________________________________________

4. What are the time constraints of the work?
   - Is there a deadline? □ YES  □ NO
   - If yes, what is the deadline? ______________________________
   - Comments: _______________________________________________________________
   - _______________________________________________________________
   - _______________________________________________________________
5 What internal expertise do we have on the subject?
- Review other Sources (Other Departments, Other Sites, Corporate Staff, etc.).

Comments: _______________________________________________________________
________________________________________________________________________
________________________________________________________________________

6 Discuss whether the internal resources have the site/project specific knowledge to complete the work.

Comments: _______________________________________________________________
________________________________________________________________________
________________________________________________________________________

7 Discuss whether the internal resources have the time to complete the work on time.
- Evaluate workloads of internal resources.
- Ensure Supervisor approval.

Comments: _______________________________________________________________
________________________________________________________________________
________________________________________________________________________

8 Has the contractor’s safety performance been reviewed?
- Evaluate available databases, i.e. federal/state safety performance and enforcement data
- Review other source (Other Departments, Other Sites, Corporate Staff, etc.).

Comments: _______________________________________________________________
________________________________________________________________________