

# Independent Contractor Search Information

Here are some links for your review to help you get started:

<https://www.indeed.com/career-advice/career-development/finding-consultants>

<https://www.mbppartners.com/blog/workforce-management/how-to-write-an-rfp-for-independent-contractors/>

<https://www.ryrob.com/freelance-jobs/>

Here are some thoughts around how to conduct an RFP and questions one should ask:

[https://www.gordonelwoodfoundation.org/docs/working\\_with\\_consultants.pdf](https://www.gordonelwoodfoundation.org/docs/working_with_consultants.pdf)

<https://keap.com/business-success-blog/growth/planning-strategy/10-questions-to-ask-potential-consultants>

<https://www.pauwelsconsulting.com/blog/consultancy-tips/8-characteristics-of-great-consultants-do-you-have-what-it-takes/>

<https://www.industryweek.com/leadership/companies-executives/article/22007368/10-questions-you-should-always-ask-before-hiring-a-consultant>

What do you feel are 3 key attributes to making a successful consultant?

Qualities of a Good Consultant

- Demonstrable Depth of Experience. A good consultant's depth of experience should be evident from the first conversation they have with a prospective client. ...
- Client-first Mindset. ...
- Analytical Problem Solver. ...
- Reliable in Word and Deed. ...
- Professional. ...
- Excellent Listener. ...
- Lifelong Learner. ...
- Driven.

Be prepared to be asked/answer questions from a consultant like this:

<https://www.indeed.com/career-advice/career-development/consulting-questions-to-ask-client>

Keep in mind you need a minimum of three bids to meet our procurement policy requirements if the cost is \$5,000+:

[Finance Policies & Procedures Manual](#)

### **Bid Requirements**

It is the policy of Water.org to follow the procurement policies included in the “Managing Federal Funds Policy” when purchasing items with federal funding. For all other purchases, the bids should be secured for the following:

- Capital purchases Three bids for all capital purchases exceeding \$50,000.
- Inventory purchases Three bids for all inventory purchases exceeding \$5,000.
- Professional services CPA and law firms, will be evaluated every 3-5 years (3 bids min).
- Other Three bids for any other expenditure exceeding \$5,000.