

Process for Hiring Sub-Contractors for NLM Project

- 1) Project Manager completes the sub-contract template and forwards it to the project leads (co-chairs) for comment and review.
- 2) Project chairs (EHR=Bill Braithwaite and Ed Hammond; Vocabulary=Stan Huff, Chris Chute, Ted Klein) review and respond to the template within a week
- 3) Project Manager makes any requested changes and posts the job template to the contract website. An announcement is sent to the contractwork@lists.HL7.org list, providing a response date (at least two weeks) by which interested parties must respond. Responses should be sent directly to the Project Manager.
- 4) Project Manager collects statements of interest and resumes during the response period. Note that individuals responding with statements of interest may have already submitted their resume to HQ.
- 5) Within a week of the response close date, Project Manager compiles the list of interested experts and forwards the list and resumes to the Executive Committee, and the appropriate project chairs for review.
- 6) Selection of a primary and secondary candidate for the posted position will be an agenda item on the next regularly-scheduled (monthly) Executive Committee conference calls. The appropriate project chairs will be invited to this call to participate in the formulation of a recommendation to the Board. Any member of the Executive Committee who has expressed an interest in the contract work must reclude him/herself from the discussion/vote. This Executive makes a recommendation on the primary and secondary candidates to complete the subcontracting work. This provides HL7 with a backup should the selected individual be unable to accept or finish the work.
- 7) The Executive Committee recommendations are presented to the Board of Directors at a “closed door” meeting (non-voting members who participate in the Board conference calls shall not be involved in the discussions/vote on these issues). This meeting shall occur during the regularly-scheduled monthly teleconference or face-to-face meeting. Any member of the Board who has expressed an interest in the sub-contract work must reclude him/herself from the discussion/vote on the recommended candidates.
- 8) Once the Board has selected the primary and secondary individuals to fulfill the sub-contract work, the Project Manager, will contact the primary candidate to convey the decisions and answer any questions that the candidate may have. Should the primary candidate be able/willing to accept the sub-contract work, the Project Manager will draft an appropriate contract. Should the primary candidate be unable/unwilling to accept the contract, the Project Manager shall contact the

secondary candidate and draft an appropriate contract.

- 9) Project Manager sends the contract to the selected candidate via e-mail, giving the candidate a week to review and provide e-mail or verbal agreement to accept the contract.
- 10) Once the candidate has accepted the contract verbally or via e-mail, the Project Manager executes the contract by getting signatures from both HL7 and the sub-contractor.
- 11) Once the contract is signed, Project Manager enters the contract information into the log kept at HQ. This log may be shared with HL7 members upon request.
- 12) Within two weeks of the contract being signed, Project Manager convenes a teleconference with project chairs and the sub-contractor to kick off the assignment.