

Laying the Foundation

LIRA: Outsource or not?

Things to consider

A faint, light-colored silhouette of a person standing on a ladder, reaching up to paint a wall. The person is wearing a hard hat and a long-sleeved shirt. The ladder is an A-frame step ladder. The background is a light, textured wall.

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Outsourcing Risk Assessments

Making the Decision

Advantages of in-house LIRA (Lead Inspection/Risk Assessment)

- Greater Control over product
- Less waiting for Purchasing Dept.
- Easier to adapt to conditions
- Faster start-up time
- Increase institutional knowledge

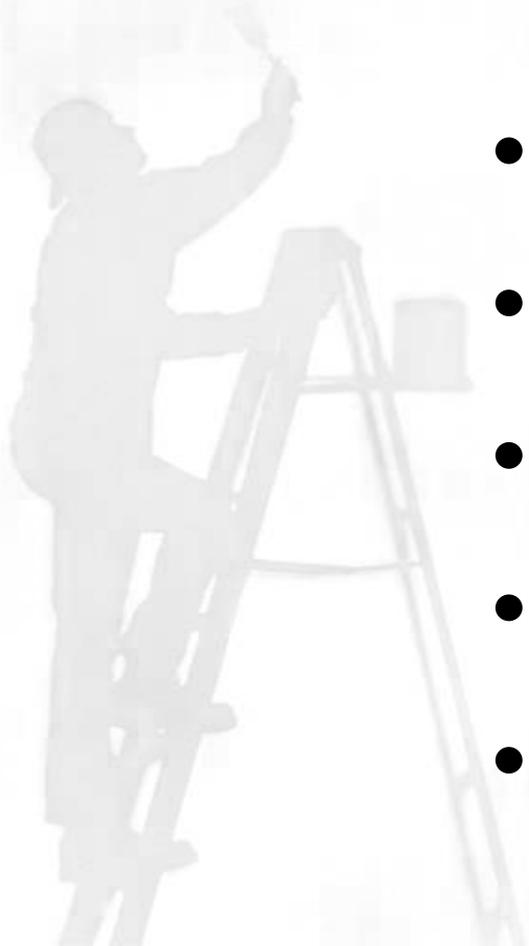


Outsourcing Risk Assessments

Making the Decision

Advantages of Outsourcing LIRA

- Potential cost savings
- May reduce (or share) liability
- Develop local capacity
- Bypass hiring freeze
- No long term commitment



Outsourcing Risk Assessments

Making the Decision

Disadvantages of Outsourcing LIRA

- Loss of control over product
- May increase liability
- Requires planning
- Requires monitoring
- Requires trust



Outsourcing Risk Assessments

Contract considerations

- Size of contract
- Staging the contract
- Qualifications of contractors
- Pricing and cost control
- Scope of services
- Quality control



Outsourcing Risk Assessments

Size of the contract

- One large contract
- Two contracts
- Several contracts (open bid)



Outsourcing Risk Assessments

Staging the contract

- Contract divided into phases
- Complete one phase, get the next
- Performance based contract



Outsourcing Risk Assessments

Qualifications of Contractors

- Licensed business
- Insurance
- Qualified personnel
- Experience performing LIRA
- Reputation
- Local requirements



Outsourcing Risk Assessments

Pricing and Cost Control

- Cost certain
- Variable costs
- Single apartment
- Multi-unit dwellings
- Small single family home
- Large single family home
- Rowhouses



Outsourcing Risk Assessments

Scope of Services

- What do you want them to do?
 - Lead-based paint inspection?
 - Risk Assessment?
 - LIRA?
 - Clearance?
 - Re-clearance?



Outsourcing Risk Assessments

Scope of Services

- Basic Requirements
 - HUD Guideline compliant
 - State and local requirements
 - Program requirements
 - Report format (e and pdf)
 - Chain of Custody



Outsourcing Risk Assessments

Scope of Services

- Unit requirements
 - Recommended treatments
 - Visual Inspection standards
 - Housing / Hygiene standards
 - Define terms used in LIRA
- Timelines



Outsourcing Risk Assessments

Quality Control

- Written Protocols first
- Contract clearly defines duties
- QA/QC standards clearly defined
- Internal audit process defined
- External review process defined
- Arbitration defined



Outsourcing Risk Assessments

Quality Control

- Written Protocols first
 - Policies and Procedures
 - LIRA process
 - LIRA product
 - LIRA standards



Outsourcing Risk Assessments

Quality Control

- Contract clearly defines duties
 - What do they do
 - When do they do it
 - How do they do it
 - Be specific
 - Be precise



Outsourcing Risk Assessments

Quality Control

- QA/QC standards clearly defined
 - How should the product look?
 - Define terms
 - Spell out all expectations
 - If it's not written in the contract,
 - It won't happen.



Outsourcing Risk Assessments

Quality Control

- Internal audit process defined
 - Who evaluates the reports?
 - What are their standards?
 - ✓ Do they have a checklist?
 - Who monitors the audit?
 - Quis custodiet ipsos custodes?



Outsourcing Risk Assessments

Quality Control

- External audit process defined
 - Remember HIPPA
 - Who performs the audit
 - When is work checked
 - Mistake? Now what?
 - How bad is bad?



Outsourcing Risk Assessments

Quality Control

- Arbitration defined
 - How do you resolve conflict?
 - Without involving lawyers?
 - When you need lawyers?
 - Who decides?



Outsourcing Risk Assessments

Common Errors (Tara's Top Five)

- Qualifications
- Completeness
- Content
- Consistency
- Quality Control
- Counting counts



Outsourcing Risk Assessments

Thank You

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