

Overview: Board Policy – Vendor Solicitation, MHD Contracts Renewal Calendar, Number of MHD Contracts and MHD RFP Schedule

## I. Board Policy – Vendor Solicitation

- Request for Proposal (RFP)
  - Current Board of Supervisors (Board) policy, the only vendor solicitation process available for human service contracts is a RFP.
  - Human Services: Services are used to maintain or improve the social, economic, physical, or mental well-being of persons.
  - Must notify Board prior to releasing RFP.
    - Master Acquisition List; or
    - Board Legislative File.
  - Ensure RFP process is be Fair and impartial.
  - Vendor selection base on Best Value: Quality of services being proposed, price is secondary consideration.
  - **See Example of Calendar of Events**
  - Average time for a RFP: 3 – 4 months process, plus 1 to 3 months RFP administrative preparation time, this is dependent on the complexity of the RFP.
- Exceptions to RFP process – Must get Procurement/Board approval prior to conducting vendor solicitation process.
  - Informal Competitive Procurement – Services under \$100K in FY and contract will not exceed \$300K over the full term (5-years) of the contract.
  - Sole Source – Only one known vendor can provide needed services.
  - Single Source – There may be other vendors, but due to special circumstances (time issues/vendor’s location/savings to the County), we decided to select a single vendor.
  - Board Designated Vendor
- Contract value and signature authority to execute
  - \$100,000 or less – Procurement Department;
  - Greater than \$100,000, Board of Supervisors (Board); or
  - Greater than \$100,000, Board delegates signature authority to SCVHHS, or designee (Dr. Nancy Peña)

## II. Contracts Renewal Calendar (MHD) - By Contract Type

- **See Example of MHSA and Short-Doyle Kickoff Meeting Agenda;** meeting scheduled for early March.
- MHSA and Short-Doyle Contract renewal meetings March through April 2014 – **See Example of Draft Renewal Plan**
- Fee-for-Service: April through May 2014
- Grants and Revenue Agreements: April through May 2014
- Service Agreements: May through June 2014
- Memorandums of Understanding & Operational Agreements: May through June 2014

### **III. Number of Contracts – MHD and DADS**

- MHSA and SD: 25 MHSA and 25 SD master contracts; contracts may have multiple programs (e.g., Community Solutions has 15 programs in the MHSA contract).
- Fee-for-Service: 40
- Grants and Revenue Agreements: 30
- Service Agreements: 120
- Memorandums of Understanding & Operational Agreements: 120

### **IV. MHD RFP Schedule – See spreadsheet.**