

INFORMATION

TAB SECTION: 2

  X ACTION REQUIRED

DATE OF MEETING: 1/10/13

PREPARED BY: Burt

DATE MATERIAL PREPARED: 12/18/12

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**AGENDA ITEM:** Consider Recommendation to Award Contract in Response to Request for Proposals for Client Stakeholder Services and to Authorize Executive Director to Enter into the Contract

**ENCLOSURES:** • PowerPoint

**OTHER MATERIAL RELATED TO ITEM:** None

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**Background**

At its September 27, 2012 meeting, the Mental Health Services Oversight and Accountability Commission (MHSOAC) approved a draft outline for Request For Proposals (RFP) for a client stakeholder contract. This outline was used for drafting an RFP for a client stakeholder contract in the amount of \$244,312.50 for FY 2012/13 and \$580,950 for FY 2013/14.

As part of the Governor's Fiscal Year 2012-13 Reorganization Plan, the Department of Mental Health (DMH) was eliminated and the various contracts, services, and budgetary authorities originally granted to DMH have been distributed to other state and local entities. Specifically, the stakeholder contracts, designed to facilitate the inclusive and educated stakeholder processes, were transferred to the MHSOAC.

The funds and authority for a client stakeholder contract were transferred to the MHSOAC. In order to utilize the funds available for client advocacy and to meet the statutory mandates, the MHSOAC developed an RFP. The RFP was posted to the California State Contracts Register (Bidsync) and to the MHSOAC website on October 29, 2012 and advertised on the MHSOAC listserv. In accordance with the timeframe and deadline established in the RFP, six letters of Intent to submit proposals were received and ultimately, two proposals were submitted by the deadline, December 14, 2012.

A Review Panel was convened which was comprised of MHSOAC staff, a representative from the Office of Health Equity, Department of Health Care Services and the California Mental Health Planning Council. Upon completion of the Administrative Review, two proposals (of two) were submitted to the Panel for scoring. Consensus scoring will occur in January 2013.

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RFP Timeline From Public Release to Contract Execution

- October 31, 2012: RFP released to the public
- December 14, 2012: Deadline for responsive proposals to be submitted
- December 14, 2012 through January 7, 2013: Multiple stage evaluation process to review and score proposals
- January 10, 2013: MHSOAC vote to award the contract
- January 17, 2013: Last day for unsuccessful bidders to file Intent to Protest the award
- January 25, 2013: Last day to file Letter of Protest detailing grounds for the protest
- January 31, 2013: Last day for MHSOAC's Executive Director to render final decision on the protest
- January 18, 2013: Final notification of award is posted if no protests are submitted.
- February 5, 2013: Anticipated date of contract execution if no protest is filed

RFP Evaluation Process

In accordance with the State of California standard competitive selection process the RFP contained a multiple stage evaluation process to determine the successful bidder. The stages are described below:

- Stage 1: Pass/Fail review to determine the presence or absence of all required documents
- Stage 2: Pass/Fail review to determine presence of minimum required qualifications
- Stage 3: Qualitative scoring of the project narrative/work plan and proposer's experience beyond the minimum required qualifications
- Stage 4: Scoring of the cost proposal
- Stage 5: Combine the score for the Stages 3 and 4 to obtain the subtotal score
- Stage 6: If applicable, adjust the subtotal score for bidding preferences

An evaluation team was convened comprised of subject matter experts that scored proposals associated with the Stage 3 evaluation. The final selection was determined on the basis of the highest overall point score and the recommended award to be made to the proposer receiving the highest overall point score.

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### Phase 3 RFP Award and Protest Process

Upon the Commission's vote to award the Client Stakeholder Contract to the proposer receiving the highest overall point score, the award notice will be posted for a period of no less than five working days identifying the successful proposer intended to receive the award. If a protest is filed within this timeframe, the RFP requires the letter of protest to describe the factors that support the protesting proposer's claim.

For a protest to be successful the protesting proposer must prove one of the following:

- (1) The protesting proposer would have been awarded the contract had the MHSOAC correctly applied the prescribed evaluation rating standards in the RFP; or
- (2) The protesting proposer would have been awarded the contract had the MHSOAC followed the evaluation and scoring methods in the RFP.

The MHSOAC Executive Director will review the grounds for protest and render a final decision within ten working days of the receipt of the letter of protest. That decision will be considered final.

### **Staff Analysis and Recommendations**

Staff has participated in every stage of this evaluation from the outline, to the development of the proposal, to reviewing and scoring the proposal. Staff recommends that the Commission support the review and scoring work of the Review Panel, approve the selection of the Client Stakeholder Services Contract and authorize the Executive Director to award the contract.

### **Proposed Motion**

1. Authorize the Executive Director to issue a "Notice of Intent to Award Contract" to .... (the name of the proposer receiving highest overall score will be made public at the January 10, 2013 teleconference).
2. Establish January 17, 2013 as the deadline for unsuccessful bidders to file an "Intent to Protest" consistent with the five working day standard set forth in the Request for Proposals.
3. Direct the Executive Director to notify the Commission Chair and Vice Chair of any protests within two working days of the filing.
4. Authorize the Executive Director to adjudicate protests consistent with the procedure provided in the Request for Proposals.
5. Authorize the Executive Director to execute the contract upon expiration of the protest period or consideration of protests, whichever comes first.