



Recommendation to Award Contract in Response to
Request for Proposals for a Client Stakeholder
Services Contract and to Authorize Executive
Director to Enter into the Contract

January 10, 2013 Teleconference

Issue

- ▣ Request for Proposals (RFP) issued to begin a competitive process to select a contractor for the MHSOAC's Client Stakeholder Services Contract
- ▣ Scoring process is now complete
- ▣ MHSOAC needs to consider approving the Intent-to-Award for the Client Stakeholder Services contract

Presentation Outline

- ▣ MHSOAC Role:
- ▣ Overview of Scope of Work for contract
- ▣ Overview of contract selection process
- ▣ Bidder protest process
- ▣ Proposed motion
- ▣ Next steps

MHSOAC Role and Commitment to the Client Stakeholder Contract

A robust stakeholder process is critical to the success of the MHSA. This was reinforced by AB 1467 which amended Welfare and Institutions Code (WIC) 5846 (c) to strengthen the stakeholder perspective at the state level and (WIC) 5848 (a) to strengthen the stakeholder perspective at the local level.

AB 100 and elimination of the Department of Mental Health led to stakeholder contracts being transferred to MHSOAC. The Client Stakeholder Contract was one of the four contracts transferred.

Overview of Client Stakeholder Contract: Scope of Work

- ▣ Involvement in Data Collection Design and Implementation of inventory of county CPP processes.
- ▣ Inventory and Report of CPP Processes
- ▣ Development of Curriculum and Plan for Training and Technical Assistance
- ▣ Summary of Training and TA Implementation Activities
- ▣ Establishment and Description of Expert Pool
- ▣ Staffing MHSA/MHSOAC meetings

Overview of Contract Selection Process

- ▣ RFP announced on October 31, 2012
- ▣ Proposals received December 14, 2012
- ▣ Scoring process consistent with California Department of General Services procedures and regulatory requirements completed

Overview of Contract Selection Process: Scoring

- ▣ **Stage 1: Submission Review – Administrative Review of Proposal Format**
 - Pass/Fail
- ▣ **Stage 2: Review of Proposer’s Experience/Qualifications and Project Narrative/Work Plan**
 - An overall maximum of 114 possible points may be achieved in this stage (up to 44 for the Experience/Qualifications and 70 for the Project Narrative/Work Plan)
- ▣ **Stage 3: Evaluation of Cost Proposal**
 - A maximum of 35 points is awarded to the cost proposal with the lowest total cost
 - All other scores are based on a ratio from the lowest cost proposal (lowest bid / total bid x 35)
 - Proposals with costs associated with deliverables that exceed the allowed percentage for any one deliverable receive an automatic score of zero (0)
- ▣ **Stage 4: Combining Proposer’s Scores from Stage 2 (Experience/Qualifications and Narrative/Work Plan) with Scores from Stage 3 (Cost Proposal)**
 - An overall maximum of 149 points may be achieved in this stage (114 for the Experience/Qualifications and Narrative/Work Plan and 35 points for the Cost Proposal)
- ▣ **Stage 5: Adjustments to Score Calculations for Bidding Preferences**

Bidder Protest Process

- ▣ Bidders not selected through the scoring process may protest the award if they can prove:
 - The protesting proposer would have been awarded the contract had the MHSOAC correctly applied the prescribed rating standards in the RFP; or
 - The protesting proposer would have been awarded the contract had the MHSOAC followed the scoring methods in the RFP.

Proposed Motion

1. Authorize the Executive Director to issue a "Notice of Intent to Award Contract" (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.

Next Steps

- ☐ Notice of Intent-to-Award posted
- ☐ Protest period ends in 10 working days
 - If applicable, Executive Director makes decision about protests
- ☐ Negotiate and implement contract with selected bidder
- ☐ Bidder begins work once contract is in place