Recommendation to Award Contract in Response to Request for Proposals for an Innovation Program Evaluation and to Authorize Executive Director to Enter into the Contract

March 28, 2013 Commission Meeting

Presentation Outline

- MHSOAC commitment to evaluation
- Overview of Assessment of Innovation Evaluation
- Overview of contract selection process
- Bidder protest process
- Proposed motion
- Next steps

Issue

- Request for Proposals (RFP) issued to begin a competitive process to select a contractor for the MHSOAC's Assessment of Innovation (INN) Evaluations
- Scoring process is now complete
- MHSOAC needs to consider approving the Intent-to-Award for the Innovation Evaluation Contract

MHSOAC Committment to Evaluation

There is a statutory role for MHSOAC to evaluate California's public community-based mental health system

[W&I Code 5845(a) and 5845(d)(12)]

- "The MHSOAC is committed to an approach of continuous evaluation, learning from and building upon each progressive completed evaluation. The approach will be focused on quality improvement."
  - MHSOAC adopted Policy Paper, *Accountability through Evaluative Efforts*

MHSA Innovative (INN) Programs

- INN Programs are intended to pilot and evaluate time-limited new or changed mental health practices, with a primary focus on contributing to learning rather than on providing service.
- INN funds are intended to provide counties with the opportunity to test new/changed approaches with the potential to strengthen current and future mental health practices in the originating county and throughout California communities.

Overview of INN Evaluation: Objectives

- Assess evaluations that have been planned and implemented by counties in response to receipt of MHSA funds for Innovative Programs
- Develop a process or system that enables counties to carry out effective evaluations that promote informed decision-making regarding adoption of effective Innovative Programs

Overview of INN Evaluation: Scope of Work

- Inventory evaluations of INN Programs and evaluate the efficacy of those evaluations.
  - Identify general principles for conducting high quality Innovation evaluations for the range of Innovative Programs and counties.
- Develop and begin to implement a system that will facilitate counties' ability to conduct rigorous evaluations of INN Programs.
  - The system must support counties' capacity to use evaluation results to make decisions and action plans regarding adoption and dissemination of INN Programs.
    - Strategies to be implemented by the Evaluator
    - Strategies for counties to use continually

Overview of INN Evaluation: Deliverables

1. Report of Proposed Inventory Method and Evaluation Design
2. Inventory of County-Level INN Evaluations
3. Report of Evaluation Results and Promising Practices
4. Develop and Provide Tools, Training, and Technical Assistance to Counties
5. Develop a System for Strengthening County-Level INN Evaluations and Associated Implementation Plan
6. Report of INN Evaluation Policy Recommendations

Overview of Contract Selection Process

- RFP announced on February 6, 2013
- Proposals received by March 14, 2013
- Scoring process consistent with California Department of General Services procedures and regulatory requirements completed

Overview of Contract Selection Process: Scoring

- *Stage 1:* **Administrative Submission Review**
  - Pass/Fail
- *Stage 2:* **Review of Proposer's Qualifications and Project Narrative/Work Plan**
  - An overall maximum of 113 possible points may be achieved in this stage
  - A minimum of 79 points must be achieved to move on to Stage 3
- *Stage 3:* **Evaluation of Cost Proposal**
  - A maximum of 34 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 34)
- *Stage 4:* **Combining Scores from Stage 2 and Stage 3**
  - An overall maximum of 147 points may be achieved in this stage (113 for the Experience/Qualifications and Narrative/Work Plan and 34 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" to the proposer receiving the highest overall score.
2. Establish April 5, 2013 as the deadline for unsuccessful bidders to file an *Intent to Protest Letter* consistent with the five working day standard set forth in the RFP.
3. Direct the Executive Director to notify the Commission Chair and Vice Chair of any protests within two working days of the filing and adjudicate protests consistent with the procedure provided in the Request for Proposals.
4. 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