

AGENDA ITEM: Recommendation to Authorize the Executive Director to Execute a Contract in Response to the Request for Proposal to Create a Community Services and Supports (CSS) Tracking, Monitoring, and Evaluation System (Action)

- ENCLOSURES:**
- Attachment 11—Proposal Scoring Tool
 - CSS Tracking, Monitoring & Evaluation RFP Scope of Work
 - PowerPoint—Recommendation to Authorize the Executive Director to Execute a Contract in Response to the Request for Proposal to Create a Community Services and Supports (CSS) Tracking, Monitoring, and Evaluation System

OTHER MATERIAL RELATED TO ITEM: None

ISSUE:

In March 2013, the Mental Health Services Oversight and Accountability Commission (MHSOAC or Commission) adopted the *MHSOAC Evaluation Master Plan*, which outlines a series of priority evaluation activities to complete over the next five years, as well as a prioritization process to consider which activities to focus on in future years. The Commission also approved the *MHSOAC Evaluation Implementation Plan for Fiscal Years (FY) 2013/14-2017/18*. This plan maps out the order in which the evaluation activities could be completed based on the prioritization when the Master Plan was initially adopted. Included in the Implementation Plan are two contract activities for this FY 2013/14. One of those activities is a work effort to develop a CSS Tracking, Monitoring and Evaluation System. To implement this work effort, the MHSOAC released a Request for Proposals (RFP). The competitive bid selection process is now complete and the MHSOAC is requesting to authorize the Executive Director to award the contract to the proposer who received the overall highest score. Highlights of the qualifications of the successful bidder and the proposed approach to the CSS Monitoring System will be presented at the November 21, 2013 Commission Meeting. What follows is the background of the competitive bid selection process used pursuant to the RFP to determine the successful bidder.

BACKGROUND:

On March 28, 2013, the MHSOAC approved *Work Effort 5*, which is described in concept within the Evaluation Master Plan. The RFP that resulted from this description (and specific scope of work and associated deliverables that are described within the RFP) was further developed based upon input from Evaluation Committee Members

and a variety of Stakeholders, including CSS service providers and county representatives. The following information summarizes processes associated with award of this contract from RFP release to contract execution.

CSS Tracking, Monitoring, and Evaluation System RFP Timeline: From Public Release to Contract Execution

- August 30, 2013: CSS Monitoring System Evaluation RFP released to the public
- November 1, 2013: Deadline for responsive proposals to be submitted
- November 4-20, 2013: Multiple stage process to review and score proposals
- November 21, 2013: MHSOAC vote to award the contract
- December 2, 2013: Last day for proposers to file *Intent to Protest Letter*
- December 7, 2013: Last day to file *Letter of Protest* detailing grounds for the protest
- January 1, 2014: Anticipated date of contract execution if no protest is filed
- January 31, 2014: Anticipated date of contract execution if a protest is filed

CSS Tracking, Monitoring, and Evaluation System RFP Scoring Process

In accordance with the state of California standard competitive selection process, the RFP contained a multiple stage scoring process to determine the successful bidder. The stages are summarized below:

- **Stage 1: Administrative Submission Review**
- **Stage 2: Review of Proposer’s Qualifications and Project Narrative/Work Plan**
- **Stage 3: Evaluation of Cost Proposal**
- **Stage 4: Combining Scores from Stage 2 and Stage 3**
- **Stage 5: Adjustments to Score Calculations for Bidding Preferences**

A Review Panel was convened comprised of MHSOAC staff. The scores from each reviewer were added together and then averaged to provide a final score for each proposal. 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. A copy of the scoring and evaluation tool used for Stages 1-5 is provided here for your review.

CSS Tracking, Monitoring, and Evaluation System RFP Award and Protest Process

Upon the Commission’s vote to award the contract to the proposer receiving the highest overall point score, the award notice will be posted for a period of no less than five

INFORMATION

TAB SECTION: 6

 x ACTION REQUIRED

DATE OF MEETING: 11/21/13

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DATE MATERIAL PREPARED: 10/23/13

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

The MHSOAC Executive Director will review the protest grounds and render a final decision within ten working days of the receipt of the *Letter of Protest* and the decision will be considered final.

ACTION:

- 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. Authorize the Executive Director to execute the contract upon expiration of the protest period or consideration of protests, whichever comes first.