



**Request for MHISOAC Approval of
Phase 2 Evaluation
Bidder Selection**

December 14, 2010

Issue

- Request for Proposals (RFP) issued for competitive process to select a contractor for the MHSOAC's Initial Statewide Evaluation of the MSHA (Phase 2).
- Scoring process is complete.
- MHSOAC needs to approve the Intent to Award for Phase 2 evaluation.

Proposed Motion

1. Authorize the Executive Director to issue a “Notice of Intent to Award Contract” to
2. Establish December 21, 2010 as the deadline for unsuccessful bidders to file an “Intent to Protest” consistent with the five (5) 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 2 working days of the filing.

Proposed Motion (cont.)

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.

Summary of Presentation

- **Review history of MHSOAC evaluation efforts**
- **Overview of Evaluation Phase 2 selection process**
 - **MHSOAC Approved Principles/Outline**
 - **Development and Release of RFP**
 - **Scoring of proposals**
 - **Protest process**
- **Recommendation regarding Phase 2 Selection**
- **Next Steps**
- **Proposed motion**

History of MHSOAC Evaluation Efforts

Summary

- Evaluation concept paper approved by Commission.
 - Developed by Measurements and Outcomes Technical Resource Group (precursor to Evaluation Committee).
- Phase 1—obtain broad input and provide recommendations regarding Scope of Work for initial statewide evaluation.
 - Contractor was Resource Development Associates (RDA).
 - Completed June 2010.

History of MHSOAC Evaluation Efforts

Summary (cont.)

- Phase 2—MHSOAC Initial Statewide Evaluation of the MHSA.
 - \$500K/year of funding from FY 10/11 and FY 11/12
 - RFP issued October 1, 2010
 - Anticipated start date January 24, 2011
- Phase 3—MHSOAC Expanded Statewide Evaluation of the MHSA.
 - \$1M of funding from FY 10/11
 - RFP issued December 1, 2010
 - Anticipated start date March 31, 2011

History

Development of Phase 2 RFP

- Principles from MHSOAC evaluation concept paper and subsequent MHSOAC actions were embedded in RFP.
- Provider qualifications, scope of work and deliverables were developed consistent with outline approved by MHSOAC in July, 2010.
- Administrative components of RFP were developed.
 - Administrative assistance was provided by DMH in processing and release of RFP.
- RFP released on October 1, 2010.

Deliverables Included in RFP

1. For all MHSA Components, document
 - a. Activities and
 - b. Costs.
2. Measure Impact at Client and System levels.
 - a. Periodic reporting at state and county level of indicators prioritized by the California Mental Health Planning Council (CMHPC), to include
 - i. Development and documentation of standardized process for compiling the data, and
 - ii. Development of standardized template for reporting.
 - b. Analysis of CMHPC priority indicators.

Note: Most of the funding would be dedicated to these two activities.

Deliverables Included in RFP (cont.)

3. Summarize and synthesize existing evaluations and studies on impact of MHSA
 - a. Consumer outcomes and
 - b. MHSA Values.
4. Provide Final Report with recommendations on next steps.

Additional Evaluator Responsibilities

- Stakeholder engagement in the evaluation--Include clients/family members and representatives of unserved, underserved and inappropriately served groups as part of team or in stakeholder advisory group.
- Obtain input from local data experts.

Scoring of Proposals

A detailed scoring process was completed that is consistent with RFP, California Department of General Services procedures and regulatory requirements.

Six stages in scoring process, proposers must pass each stage to proceed to next one.

An award, if made, will go to the highest scoring proposal.

Scoring of Proposals

Stage 1—Submission Review

- Conformance with RFP requirements

Stage 2—Review of Minimum Proposer Qualifications

- Pass/fail review to ensure minimums are met.

Stage 3—Project Narrative and Proposer Experience

- Scoring of Provider Qualifications—30 point maximum
- Scoring of Work Plan—70 points maximum

Scoring of Proposals

Stage 4—Evaluation of Cost Proposal

- Lowest acceptable bidder receives 40 points, other receive proportion based on formula (low bid divided by proposer's bid times maximum points)

Stage 5—Combining Stage 3 and Stage 4 Scores

Stage 6—Adjustments to Score

Calculations for Bidding Preferences

- 5% of highest score added to proposers that qualify for small business preference.
- No other preference was applicable.

Protest Process

Bidders who are not selected through the scoring process may protest the award if:

1. Timelines are met
 - a) 5 working days to submit Intent to Protest, and
 - b) Additional 5 working days to submit by mail a Letter of Protest detailing the protest grounds.
2. Protester must describe how they would have received the award if:
 - a) The evaluation rating standards would have been correctly applied, or
 - b) The evaluation and scoring methods in the RFP would have been followed.

Protest Process

- The Executive Director of the MHSOAC will render a decision within 10 working days.
- As specified in the RFP, the Executive Director of the MHSOAC's decision is final.

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Next Steps

- Notice of Intent to Award posted
- Protest period ends—10 working days
If applicable, final decision by Exec Director (additional 10 working days)
- Negotiate and implement contract with selected bidder. (Anticipated timeframe is 1/24/2011)
- Bidder begins work once contract is in place.
- First deliverable due 6/30/11.