

INFORMATION

TAB SECTION: 3

  X ACTION REQUIRED

DATE OF MEETING: 2/24/11

PREPARED BY: Hood, Yeroshek, Lyon

DATE MATERIAL PREPARED: 2/11/11

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**AGENDA ITEMS:** Award Phase 3 Evaluation Contract and authorize Executive Director to sign the contract

**ENCLOSURES:**

- Attachment 12 Proposal Scoring and Evaluation Tools
- PowerPoint - Request for MHSOAC Approval of Phase 3 Evaluation Bidder Selection

**OTHER MATERIAL RELATED TO ITEMS:** None.

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**ISSUE:**

The first priority identified in the 2011 Mental Health Services Oversight and Accountability Commission (MHSOAC) Work Plan is to continue to implement an accountability framework. To implement this priority, the MHSOAC, in December 2010, released a Request for Proposals (RFP) for the Phase 3 evaluation. The competitive bid selection process is now complete and the Commission is asked 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 Phase 3 evaluation will be presented at the February 24, 2011 teleconference. What follows is the background of the competitive bid selection process used pursuant to the RFP to determine the successful bidder.

**BACKGROUND:**

On September 23, 2010, the MHSOAC approved the outline for the Scope of Work associated with Phase 3 Evaluation. The Phase 3 Evaluation RFP was developed based upon the approved outline for the Scope of Work and Provider Qualifications.

Phase 3 RFP Timeline From Public Release to Contract Execution

- December 1, 2010: Phase 3 RFP released to the public
- January 20, 2011: Deadline for responsive proposals to be submitted
- January 21, 2011 through February 18, 2011: Multiple stage evaluation process to review and score proposals
- February 24, 2011: MHSOAC vote to award the contract
- March 3, 2011: Last day for unsuccessful bidders to file Intent to Protest the award
- March 10, 2011: Last day to file Letter of Protest detailing grounds for the protest
- March 24, 2011: Last day for MHSOAC's Executive Director to render final decision on the protest
- April 15, 2011: Anticipated date of contract execution if no protest is filed
- May 15, 2011: Anticipated date of contract execution if a protest is filed

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**BACKGROUND (continued):**

Phase 3 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. A copy of Attachment 12, the scoring and evaluation tool used for Stage 3 evaluation is enclosed for review.

Phase 3 RFP Award and Protest Process

Upon the Commission's vote to award the Phase 3 evaluation 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.

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**BACKGROUND (continued):**

**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 February 24, 2011 teleconference).***
2. ***Establish March 3, 2011 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.***