

Competitive Bidding Contract Overview

Mental Health Services Oversight and Accountability Commission

Advocacy Contract Projects Meeting

October 6, 2015

State of California Contracting Processes Overview

- ▶ There are three basic types of services contract solicitations:
 - ▶ Invitation for Bid (IFB)
 - ▶ Primary Request for Proposal (RFP)
 - ▶ Secondary Request for Proposal (RFP)

Invitation For Bid (IFB)

- ▶ This method is typically used:
 - ▶ To obtain simple, common, or routine services that may require personal or mechanical skills. Little discretion is used in performing the work.

Request for Proposal (RFP)

- ▶ This method is typically used
 - ▶ To obtain complex services in which professional expertise is needed and may vary. Where different methods and approaches may be applied during performance.
 - ▶ Primary: lowest cost for services
 - ▶ Secondary: highest scorer

Method Selected for Advocacy Contracts

- ▶ Request for Proposal: Secondary
 - ▶ The MHSOAC is seeking a unique solution to a problem or situation that cannot necessarily be resolved by the lowest bidder.

RFP Details

- ▶ The RFP will include the following details:
 - ▶ Introduction and Overview of Requirements
 - ▶ Bidding Requirements and Conditions
 - ▶ Bidding Steps
 - ▶ Contractual Information
 - ▶ Other (protests, contacts etc.)

Example of RFP Key Action Dates

- ▶ The important actions, dates and times by which the actions must be taken or completed will also be included in the RFP.
- ▶ Some Examples of Actions
 - ▶ Last day to submit questions for clarification of RFP for Bidder's Conference
 - ▶ Bidder's Conference
 - ▶ Last day to submit intention to bid
 - ▶ Last day to submit final questions for clarification of RFP prior to submittal of proposals
 - ▶ Notification of Intent to Award
 - ▶ Last day to protest
 - ▶ Contract award and execution

Next Steps

- ▶ MHSOAC Staff will develop and finalize:
 - ▶ Scope of Work
 - ▶ Comprehensive evaluation plan
 - ▶ Rating and scoring factors
 - ▶ Criteria for considering costs
- ▶ Subject Matter Expert selection
 - ▶ The Scoring Team will be selected prior to the release of the RFP. The names of the scorers will remain confidential throughout the RFP process.

Next Steps (cont'd)

- ▶ Commission Approval
 - ▶ Commission approves outline of the scope of work for the RFP
- ▶ Release of the RFP
- ▶ Scoring Process
- ▶ Commission Intent to Award Contracts
- ▶ Protest Period
- ▶ Award and Execute Contracts

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