

Contracting Work Group Meeting Notes October 28, 2004

Meeting Purpose: This is a monthly forum, open to all County contractors, co-convened by SANDAN and the County of San Diego HHS Agency Contract Support, and includes representatives from Mental Health Contractors Assoc. and the ADS Providers Association. We seek to improve the County contracting system through the identification of a shared change agenda and co-creating solutions and responses – we do not address the specific contracting issues of individual contractors.

Meeting participants:

Jack Pelligrino, HHS ACS Director, Bill Eastwood, MHS; Michael Hawkey, MHS; Linda Tarke, UPAC and MHCA; Barbara Ryan, Children’s Hospital; Michael Carr, SAY; Linda Hammond, CRF; Darla Trapp, CCS; Roger Bailey, Meals on Wheels; Dick Meunch, County Probation Finance; Leslie Hine-Rabichow, SANDAN

Decisions/Agreements:

1. Probation’s contracting people will join us in the future, which is a great addition to the group. Dick Meunch, Probation’s Finance Director joined us today

2. Performance-based contracting:
It’s time to hold a forum for County and contractors alike to talk, in a focused way, about performance-based contracting – where we are, lessons learned, course corrections, expectations, capacity needs. We agreed to form a working group to pull this together. The working group will meet in early December and will include representatives from HHS, Probation and P&C and contractors represented by Michael Carr, SAY, Michael Hawkey, MHS, Leslie Hine-Rabichow, SANDAN (other contractors as needed). The working group will have 10-12 members. The full-on meeting will be scheduled for late January 2005 and will run a full morning or afternoon. The purpose of the forum is how best to move forward on PBC given the lessons learned to-date. This will also be a training opportunity about PBC - what it is and how it changes “business as usual”.

3. Master Contracts
Contractors have long expressed interest in cutting back on paperwork involved in the RFP and contracting processes. One way to do this for contractors holding multiple County contracts (within and without departments) is to consider a master contract option where the contractor hold one contract and that each respective contracted service or program is added to the master as a contract amendment. There would need to be a way to deal with budget or program scopes issues for a particular “sub” part of the master contract that do not delay

work on other sub components of the master contract. This has been a problem for contractors in the past that have had master contracts.

Jack invited contractors holding multiple contracts that felt a master contract would be helpful to contact him to discuss it. He and Winston McColl, P&C director are open to making this happen where there could be demonstrated efficiencies and cost savings.

4. Amendments to Original RFP and effect on final negotiated contract
Contractors raised issue around changes and amendments to their original RFPs and how these changes get recorded and documented as part of their final contract. Many changes can occur in the original contractor bid through the contract negotiation process but these changes are often not reflected officially in the RFP which gets attached as part of the contract. Need clearer County policy and procedure around this.
5. Contract Streamlining, cont'd
Other possible contract streamlining opportunities include being able to file RFPs and other contract related doc's electronically to save on paper copies and costs for both contractors and the County for duplication, storage and retrieval. Jack asked folks to forward him any examples of where government is doing this, either fed, state or other counties. Jack will follow up with Winston to determine his interest in this. (Jack did confirm this by phone following the meeting – both he and Winston support efforts to do this).
6. The next meetings for the group will be Thursday November 18th and December 16th, 2:30pm – 4pm at Mental Health Systems, Inc. 9465 Farnham St (in Kearny Mesa off of Ruffin Rd north of Clairmont Mesa Blvd.). In January 2005 we will return to our fourth Thursday of the month schedule. For ongoing meeting times and places please refer to www.sandan.org