



## Contracting Work Group Meeting Notes July 26, 2007

**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:**

Kath Mahan, SAY San Diego; Darla Trapp, Center for Community Solutions; Betty Timko, 2-1-1 San Diego; Sharon Delphenich, Casa de Amparo; Holly Younghans, ECS; Kathi Anderson, Survivors of Torture, Int'l.; Kathleen Bolus, Survivors of Torture, Int'l.; Diana Francis, County HHS ACS; Carrie Hoff, County HHS ACS; Peter Patch, County HHS ACS.; Steve Glenn, County Purchasing & Contracting; Paulina Martinez, County HHS BHS; Doug Perkins, SANDAN; Jeanine Politte, SANDAN.

***Please note: These are notes provided by SANDAN, they are not official minutes of the meeting nor do they reflect an official County position or approval.***

#### 1. Introductions

#### 2. Deep Dive Progress - Doug Perkins & Diana Francis

Doug reviewed previous meetings (3); the process was divided into 4 areas: RFP Development, Procurement (release), Submission/Selection, Negotiation/Award. Notes from 7/20/07 DD meeting are attached).

The committee was in agreement that an annual prequalification process could be instituted to limit duplication of required documents. Doug presented a Draft Checklist of items that would be a part of the annual process (see attached). Once contractor is in compliance with pre-qualification submittals, the contractor would receive a letter, to attach to future submissions, stating the docs are on file. Pre-qualification documents could be valid for 1 year. The committee will review the list at the next meeting. If a contractor's pre-qualification information changes during the year, contractor would need to resubmit.

The end goal was for SANDAN to put together a white paper on the recommendations gathered from the Deep Dive and submit to the county.

Additional issues being discussed: developing better submittal docs, listing the SOW requirements and descriptions in the RFP which could be a checklist; purpose is to make the process more efficient and easier for contractors to respond.

It was noted that the County does not presently require Articles of Incorporation or Bylaws to be presented. The next meeting is August 22nd at MHS, 8:30am – 11:00am; 9465 Farnham St., San Diego. Topics to be discussed are updates to RFP and procurement.

#### 3. P & C Updates, Steve Glenn – none

#### 4. ACS Updates – Diana Francis

ACS will have a few Bulletins to release over the next month or so. Staffing changes: Renee Smiley, Child Welfare Services, is moving to San Mateo County; Debra Zanders-Willis,

# Contracting Work Group Meeting Notes

July 26, 2007

Child Welfare Services, is leaving to become the new COO for the YMCA under Casey Gwynn; and Jean Vukotich, Human Resources Director, is retiring.

a. Pro Forma Changes – asking staff to implement by December this year:

1. Pay Subcontractors within 30 Days
2. Reword responsiveness to community concerns – county complaint notification will be a language change
3. additional requirements – background check language
4. additional clarifications

An amendment letter listing all changes will go out to contractors with the new Pro Forma. The new Pro Forms will need to be signed by December 2007 unless contract expires by June 2008. COTRs will have a matrix of the changes. If you are unsure about the implications of changes – ask.

HIPAA will not be included in this update, but some in the group felt an update on county and contractor responsibilities under HIPAA would be timely. It was noted that HIPAA language will be moved from the SOW to the Pro Forma but should remain the same except the language for contractors who will be required to provide their National Provider Identifier (NPI) Number.

~ Kath Mahan asked if Exhibit “B” will have sexual misconduct listed as a separate item and will the minimums of \$1 / \$2 million remain under professional liability?

~ Holly Younghans asked about delays in receiving their contract renewal paperwork. Her understanding is that clerical is behind and their contracts were given 3 month extensions. Steve Glenn said the delay is possibly in Procurement due to AB 2034.

## 5. Other

~ Sharon Delphenich shared impacts on her organization due to Sarbanes-Oxley, specifically document destruction. Are other agencies running out of room to store case records, medical records, financial records, etc? The Matrix will help with disposal and retention issues, and funding source will have added requirements.

The group briefly discussed electronic storage of documents, signing documents electronically. Peter Patch will be meeting with IT and will bring up.

When contract terms out, how long you need to keep docs, even if you go out of business – where and how is the information stored?

~ Holly Younghans inquired about the impacts of County Counsel’s interpretation of Gov. Code 1090 on advisory groups – has input and participation decreased? “Non-advisory” groups are meeting and providing input in an unofficial capacity, but participation affecting a provider’s ability to propose by their involvement in the planning piece of regulation will continue to be a problem.

## \*\* Suggestions:

1. Joint Storage for Scanned Documents – potential service to provide SANDAN members
2. Invite County Counsel, Stephen Magruder to make presentation on G.C. 1090 at a SANDAN meeting.

**Next Meeting** – August 30<sup>th</sup>, 2:00pm – 3:30pm, but if we don’t have any burning issues, meeting may be canceled. Email Diana or Doug if you have issues to be discussed.