

SANDAN/COSD Procurement Deep Dive
Meeting 1 - May 15, 2007

Present: Doug Perkins, SANDAN; Orville Coonce, MHS, Inc.; Tom Burns, MHS, Inc.; Rick Stravinsky, Survivors of Torture International; John Richardson, MHS, Inc.; Kath Mahan, SAY San Diego; Steve Glenn, County Purchasing; Peter Patch, County HHS-ACS; Diana Francis, County HHS-ACS

Absent: Rosa Ana Lozada, Harmonium; Diana Ross, Alliance for African Assistance; Holly Younghans, Episcopal Community Services; JoAnn Bushby

Purpose: Develop recommendations to facilitate more efficient procurements for both county and respondents.

Process: The group will

- review the process aspects of procurements,
- develop a list of issues/concerns,
- determine causes,
- gather information from other contracting arenas,
- develop recommendations for change, and
- submit recommendations to the County

A list of issues was developed (see below). The issues have been grouped into common areas for ease of review.

Participants agreed to review the issues, brainstorm any additional thoughts and research other resources for solutions or best practices that could be included in the recommended solutions.

The next meeting will be Wednesday, June 13, 9am – 12pm. - Location to be determined.

Issues:

ABC's of process for small contractors new to the system

- ▶ What is adequate time keeping?
- ▶ What is essential accounting infrastructure needed to compete?
- ▶ Ramp up issues. Financing needed until invoices are paid. Payments every two weeks?

Reduce redundancies

- ▶ Letter from ACS that financial documents are on file in lieu of submitting documents with proposal
- ▶ Submittal program descriptions & SOW are duplicative
- ▶ Written outline of proposed services combined with oral presentations
- ▶ Standard requirements: HIPPA, Exclusion Debarment, etc checklist instead of narrative.

- ▶ Site selection criteria – sites named in proposal may not be available by the time the contract is awarded – same issue with program manager – difficulty in hiring months before award
- ▶ Difficulty threading submittal requirements through to the Statement of Work.

RFP timing/process

- ▶ Extend response time/answer questions in enough time to integrate into proposals
- ▶ Glut of RFPs at one time
- ▶ Industry days/Pre-proposal conferences not well attended
- ▶ Santa Barbara process after no response to RFP – answer 5 questions and make a presentation.

Budget/Compensation

- ▶ Budget requirements (page 3 of ADS budget went away). Was used to adjust process objectives/units required instead of an amendment
- ▶ EPSDT compensation not clear (Published rate/SMA/Standard cost)

Source Selection Committees (SSC)

- ▶ Bias concerns
- ▶ Simplify ability of SSC to find info in proposals (index?)
- ▶ Inform contractors why they were, or were not selected

Homework assignments

- ▶ Bring examples of identified issues
- ▶ Examples of other County/City/State contracts and processes
- ▶ Brainstorm additional ideas