

SANDAN/COSD Procurement Deep Dive
June 13, 2007

Attendees: Doug Perkins, (SANDAN), Tom Burns (MHS), Carrie Hoff, (HHSA/ACS), Rosa Ana Lozada (Harmonium), Orv Coonce (MHS), Kath Mahan (SAY San Diego), John Richardson (MHS), JoAnne Bushby (El Cajon Collaborative), Holly Younghans (ECS), Diana Francis (HHSA/ACS)

Participants reviewed the previous meeting's minutes and agreed that they were essentially correct.

It was planned at the last meeting that participants would think more about the issues they have experienced or heard of and add them to the list. Additional issues that were identified included:

- Publish action dates for steps in procurement. Once proposal is in, what are the target dates for the next steps? If target not met, notify offerors.
- Collaboratives: how can language be added to protect and get input from the collaborative members while preserving the fiscal agent's legal responsibilities for contract
- Reduce redundancies – if competing in more than one region, only require submittal of one set of documents that pertain to all regions (org charts, references, etc)
- Inconsistent and confusing questions: Every RFP asks for essentially the same thing but seems like always a slight twist to keep offer unsure of question meaning
- SSC unaware or wanted information that has already been provided to the County
- Fiscal review results (ACS) - how should it be considered and communicated to the the SSC?
- What are alternative methods to submit proposals? Electronic, oral...
- Negotiations issues – seems like there is always something that shows up in negotiations – something new that the County wants – that wasn't in the original RFP
- Requests for new work/data after RFP awarded – how to handle
- Shouldn't the evaluation criteria be issued with the RFP

Development ideas – what to focus on:

- To reduce redundancies: create checklist/standardized list of documents for all proposals – perhaps pre-qualification process and get documents once per year
- Evaluation criteria – standardize approach that can be tailored and add to RFP
- Reporting requirements and outcome data – how often will county review and tweak – if necessary

- RFP timing process
- E-submittal
- Pre-Qualification

Next meeting July 20, 2007 (location tbd)