Health Care Agency's Contracting Policies & Procedures

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Presentation Overview

➢ The Procurement Organization

➢ Types of Contracts

➢ Solicitation Methods

➢ Registering as a Vendor

➢ Contractor's Responsibilities

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Procurement Organization
Health Care Agency

➢ HCA/ Purchasing Department

➢ HCA/ Contract Development
    & Management

➢ HCA/ MSI

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HCA Contract Development
and Management (CDM)

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Mission Statement

CDM is responsible for developing, soliciting, negotiating, and administering human services contracts between the Health Care Agency and private providers of alcohol, drug abuse, mental health, public health and other services.

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HCA/Contract Development & Management

Core Responsibilities

> Implement/Enforce Board Policy & Procedures

> Ensure a Fair & Ethical Competitive Process

> Protect County Resources through efficient Contract Administration

> Conduct Compliance Reviews

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What We Do

➢ Ongoing Contract Administration

➢ Annual/Scheduled Contract Renewals

➢ Solicitations for Current and New Programs

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Types of Contracts

Behavioral Health Services

➢ Mental Health Services – including MHSA

➢ Alcohol & Drug Abuse Services

➢ Prevention & Intervention Services (MHSA)

➢ Workforce Education & Training (MHSA)

Public Health Services

Others

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Solicitation Methods

➢ Sole Source

➢ Requests for Proposals (RFP)

➢ Solicitation of Interest Qualification (SIQR)

➢ Solicitation of Interest (SOI)

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Development of a

Request For Proposals

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CONCEPT

> New Programs:
>> Funding
>> Subcommittees
>> Current Events
>> Variety of Sources

> Health Care Agency will make a decision on whether to provide the services in house or contracted out.

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Once HCA decides that services will be provided through a contract agency, Contract Development and Management Services (CDM) is notified.

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RFP INITIATION

CDM will work with other HCA departments to start drafting the RFP.

Departments Involved Are:

1) Program

2) Program Support

3) CDM

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DEVELOPMENT OF RFP

➤ RFP is written by CDM & Programs

➤ RFP will undergo several reviews and revision.

➤ Prior to and during this time, other preparation in progress.

➤ RFP is finally approved for release

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Release of RFP

➢ RFP is Posted on BidSync

➢ Board of Supervisors is notified

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RFP Protest Process

➢ After RFP is Release

➢ After RFP is Awarded

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Timeline: Simple RFP

Initiate & Writing of RFP	6 Weeks
RFP Approval & Release	3 Weeks
RFP Response	4 Weeks
RFP Evaluation	4 Weeks
Negotiations	4 Weeks
Approval of ASR and Agreement	6 Weeks
	27 Weeks

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Timeline: Complex RFP

Initiate & Writing of RFP	12 Weeks
RFP Approval & Release	3 Weeks
RFP Response	6 Weeks
RFP Evaluation	6 Weeks
Negotiations	5 Weeks
Writing the ASR and Agreement	4 Weeks
Approval of ASR and Agreement	6 Weeks
	42 Weeks

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INITIAL TWO WEEKS

While potential bidders are receiving and reviewing the RFP, HCA staff are working on the next steps

> ➢ Meetings and conference rooms are being schedule

> ➢ Documents are being sorted for final copies and filed

> ➢ Evaluation Panel is being finalized

> ➢ Bidders' Conference Agenda is prepared

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Bidders' Conference

> ➢ Bidder should Read RFP in advance
> ➢ Provides potential bidders with information and answers their questions
> ➢ Convened by Program and Contracts staff along with appropriate "experts"
> ➢ Introduces Program and Contracts staff to potential bidders
> ➢ Conference Summary and questions asked will be posted on BidSync for all to view
> ➢ Potential Bidders should ask all questions on Bidsyne during the open bid period.

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WAITING FOR RESPONSES

➤ Finalizing the evaluation tool

➤ Finalizing the scoring spreadsheet

➤ Answering questions from bidders

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RFP Response

➤ Approximately four (4) weeks after RFP release, proposals are returned. Complex services may require longer response time

➤ Accepting proposal responses

➤ Bidder Eligibility

➤ A list of all providers is submitted for Sanction Screening

➤ Administrator completes initial bid review to determine responsiveness

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Evaluation Panels

➢ Members selected by Contracts and Program managers

➢ Composed of contracts and programs staff, and appropriate outside members

➢ At least 50% of panel should be qualified members from Non-Orange County employees

➢ Ensure no conflict of interest. Panel members are asked to certify under penalty of perjury.

➢ Confidentiality Statement

➢ Ensure fair and impartial evaluation

➢ Proposals are given to the Evaluation Panel

➢ Evaluation panels rate and rank proposals

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Evaluation Tool

Scoring Sections

➢ Agency Description

➢ Provider Experience/Qualifications

➢ Services To Be Provided

➢ Administrative Responsibilities

➢ Facility

➢ Staffing

➢ Program Development & Outcomes

➢ Timeline

➢ Proposed Budget

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EVALUATION OF PROPOSALS

➢ The evaluation process typically takes four (4) weeks

➢ The length can vary depending on

  ➢ Number of proposals

  ➢ Complexity of bid

  ➢ Funding demands

  ➢ Holiday schedule

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IN THE MEANTIME...

Contract Administrator is

  ➢ Rating the proposals

  ➢ Preparing the Evaluation Scoring Tool Summary Spreadsheet

  ➢ Interview Letters for Panel Members

  ➢ Interview Letters for Bidders

  ➢ Coordinating questions from Panel Members

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SELECTION PROCESS

> Note, we are now six (6) months into the process and everything has been in constant motion

> Conduct interviews-All or just a few

> Possible Site Visits

> Panel reviews scores and rankings

> Final evaluation by panel

> Prepare Selection Memo and Synopsis Summary

> Submit Selection Memo and Synopsis Summary for review by Program and CDM Division Managers, Chief of Operations, Deputy Agency Directors for Administration and Program

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NEGOTIATE

> Once the selection(s) have been approved by HCA management

> Notify provider(s) of selection and negotiation

> Prepare negotiation with Program

> Negotiate Contract with Provider/s

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Notification
Of Non- Selected Bidders

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FINALIZE

➢ Finalize Negotiation Notes

➢ Finalize the Agenda Staff Report (ASR)

➢ Finalize the Agreement

    ➢ Internal review by Program and CDM

    ➢ Final approval by provider

    ➢ Final approval by County Counsel

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Agreement Approval

➢ Start the ASR Cycle

➢ Board of Supervisors

➢ Services Commence

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WHERE DID 27 WEEKS GO?

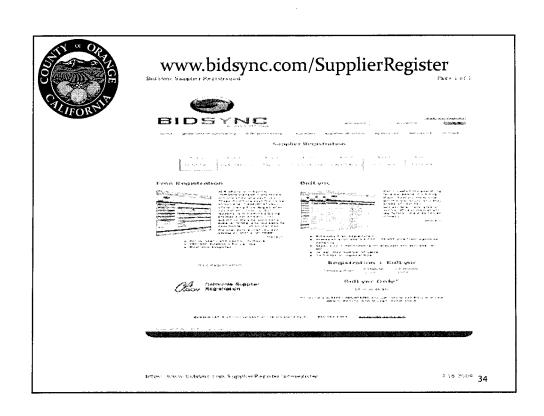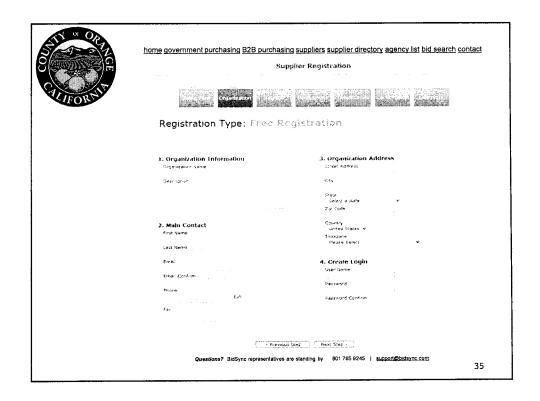|	
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Registering As a Vendor

On-Line Registration-BidSync

➢ www.ocgov.com

➢ Click on "Business"

➢ Click on "Vendor Registration"

*If you do not have access to a computer or the Internet, visit a Orange County Public Library Branch. Free Internet access is available!

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www.bidsync.com/SupplierRegister

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home government purchasing B2B purchasing suppliers supplier directory agency list bid search contact

Supplier Registration

Registration Type: Free Registration

1. Organization Information
Organization Name
Description

2. Main Contact
First Name
Last Name
Email
Email Confirm
Phone
Ext
Fax

3. Organization Address
Street Address
City
State
Select a state
Zip Code
Country
United States
Timezone
Please Select

4. Create Login
User Name
Password
Password Confirm

Previous Step   Next Step

Questions? BidSync representatives are standing by   801.765.9245 | support@bidsync.com

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Next Steps

➤ After you register take a brief moment to review the information you entered into the system

   ➤ Is the contact information correct?

   ➤ Did you input the correct email address?

   ➤ Did you register for the right commodity codes?

   ➤ MH Solicitation will be under Human Services

   ➤ Code # 952-00

➤ Automatic Bid Notices will begin to arrive within 24 hours of registration!

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General Information When Bidding

Read Solicitation Packages Carefully!

➤ Contact only the assigned Contract Administrator in charge of the solicitation; any questions should be posted on BidSync

➤ Questions posted on BidSync will usually be answered within 24 hrs or sooner.

➤ Bid awards may take up to ninety days to determine based on the complexity.

➤ Proposal awards take longer based on the Complexity & proposal evaluation process.

Submit Your Bid On Time. Late Bids will Not be Accepted!

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Contractors' Responsibilities

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Contractual Requirements That Are Not Negotiable

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Insurance Coverages:

Coverage	Minimum Limits
Commercial General Liability with broad for Property damage and contractual liability	$ 1,000,000 Combined Single limit per occurrence $ 2,000,00 Aggregate
Automobile Liability, including coverage for owned, Non-owned and hired vehicles	$ 1,000,000 Combined Single limit per occurrence
Workers' Compensation	Statutory
Employer's Liability Insurance	$ 1,000,000 per occurrence
Professional Liability Insurance	$ 1,000,000 Per claims made or Per occurrence
Sexual Misconduct	$ 1,000,000 Per occurrence

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➢ Compliance -Must adhere to HCA's Compliance Program or have an approved Compliance Program

➢ Semi-Annual Sanction Screenings for Employees & Sub Contractors

➢ Annual Compliance training to covered Individual

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➢ Confidentiality

➢ Annual Mental Health Cost Report

➢ Culturally & Linguistically Appropriate

➢ Delegation and Assignment

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> Employee Eligibility Verification

> Indemnification and Insurance

> Inspection and Audits

> License and Laws

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> Non-Discrimination

> Notification Of Death

> Records Management and Maintenance

> Termination

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Reporting Requirements:

1. Programmatic

2. Administrative
   - ➢ Monthly
   - ➢ Quarterly
   - ➢ Annual
   - ➢ As Needed

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Questions and Answers

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