Contracting Process

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Contracting Overview

- A process that takes up to 12 months from receiving award to executing contracts

- Multiple approval steps involving OAPP, DPH Contract & Grants (C&G), County Counsel, County CEO, Auditors-Controllers, Health Deputies, and the Board of Supervisors
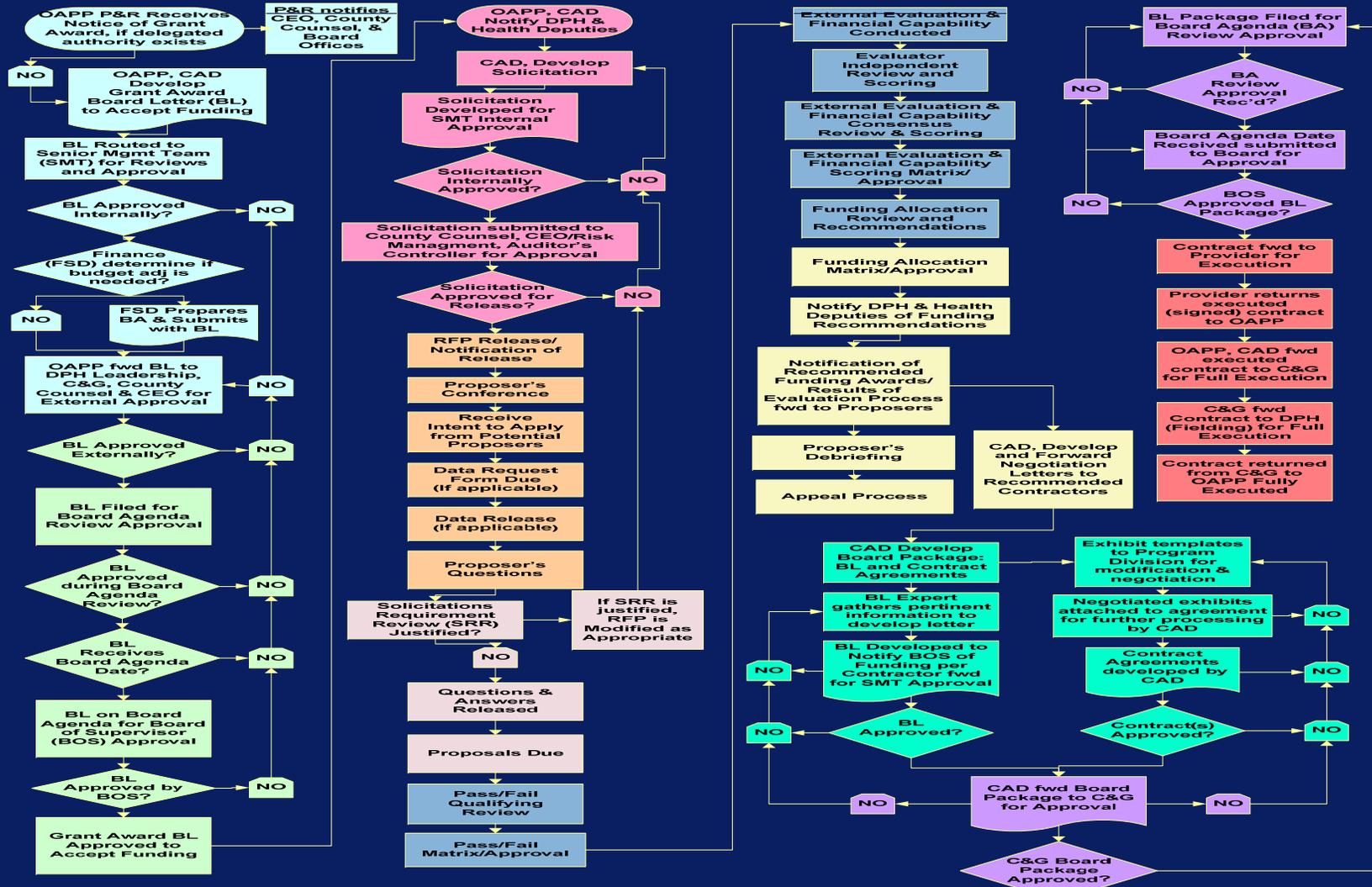
Components of the Process

- Acceptance of grant award
- Solicitation development
- Request for Proposals (RFP)
- Proposal evaluation & funding recommendations
- Contract development
- Contract approval & execution

Contracting Process Flow Chart

Column 1:

OAPP P&R Receives Notice of Grant Award, if delegated authority exists

NO

OAPP, CAD Develop Grant Award Board Letter (BL) to Accept Funding

BL Routed to Senior Mgmt Team (SMT) for Reviews and Approval

BL Approved Internally? — NO

Finance (FSD) determine if budget adj is needed?

NO — FSD Prepares BA & Submits with BL

OAPP fwd BL to DPH Leadership, C&G, County Counsel & CEO for External Approval — NO

BL Approved Externally? — NO

BL Filed for Board Agenda Review Approval

BL Approved during Board Agenda Review? — NO

BL Receives Board Agenda Date? — NO

BL on Board Agenda for Board of Supervisor (BOS) Approval

BL Approved by BOS? — NO

Grant Award BL Approved to Accept Funding

Column 2:

P&R notifies CEO, County Counsel, & Board Offices

OAPP, CAD Notify DPH & Health Deputies

CAD, Develop Solicitation

Solicitation Developed for SMT Internal Approval

Solicitation Internally Approved? — NO

Solicitation submitted to County Counsel, CEO/Risk Managment, Auditor's Controller for Approval

Solicitation Approved for Release? — NO

RFP Release/ Notification of Release

Proposer's Conference

Receive Intent to Apply from Potential Proposers

Data Request Form Due (If applicable)

Data Release (If applicable)

Proposer's Questions

Solicitations Requirement Review (SRR) Justified? — If SRR is justified, RFP is Modified as Appropriate

NO

Questions & Answers Released

Proposals Due

Pass/Fail Qualifying Review

Pass/Fail Matrix/Approval

Column 3:

External Evaluation & Financial Capability Conducted

Evaluator Independent Review and Scoring

External Evaluation & Financial Capability Consensus Review & Scoring

External Evaluation & Financial Capability Scoring Matrix/ Approval

Funding Allocation Review and Recommendations

Funding Allocation Matrix/Approval

Notify DPH & Health Deputies of Funding Recommendations

Notification of Recommended Funding Awards/ Results of Evaluation Process fwd to Proposers

Proposer's Debriefing

Appeal Process

CAD, Develop and Forward Negotiation Letters to Recommended Contractors

CAD Develop Board Package: BL and Contract Agreements

BL Expert gathers pertinent information to develop letter

BL Developed to Notify BOS of Funding per Contractor fwd for SMT Approval

BL Approved? — NO / NO

Column 4:

BL Package Filed for Board Agenda (BA) Review Approval

BA Review Approval Rec'd? — NO

Board Agenda Date Received submitted to Board for Approval

BOS Approved BL Package? — NO

Contract fwd to Provider for Execution

Provider returns executed (signed) contract to OAPP

OAPP, CAD fwd executed contract to C&G for Full Execution

C&G fwd Contract to DPH (Fielding) for Full Execution

Contract returned from C&G to OAPP Fully Executed

Exhibit templates to Program Division for modification & negotiation

Negotiated exhibits attached to agreement for further processing by CAD — NO

Contract Agreements developed by CAD — NO

Contract(s) Approved? — NO

CAD fwd Board Package to C&G for Approval — NO / NO

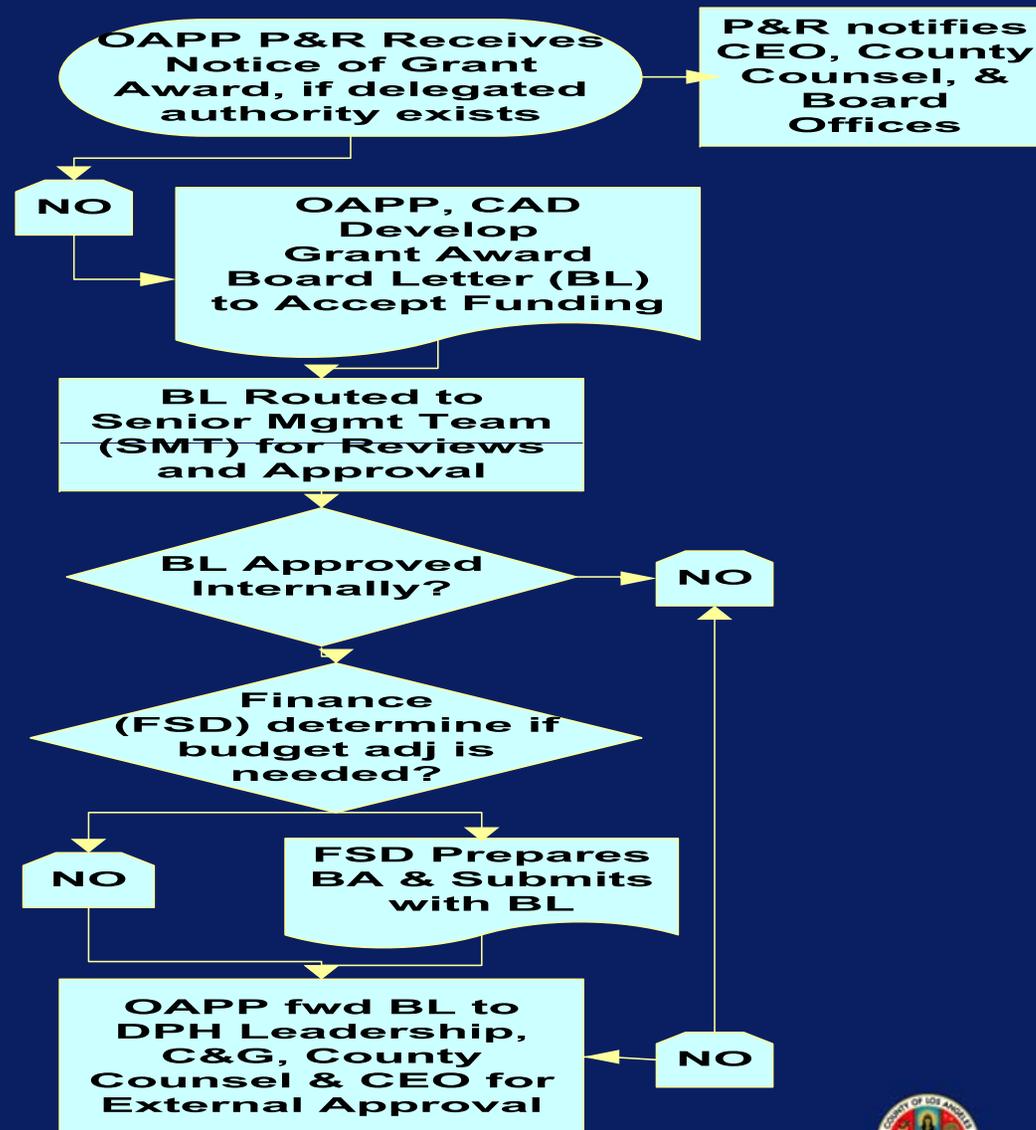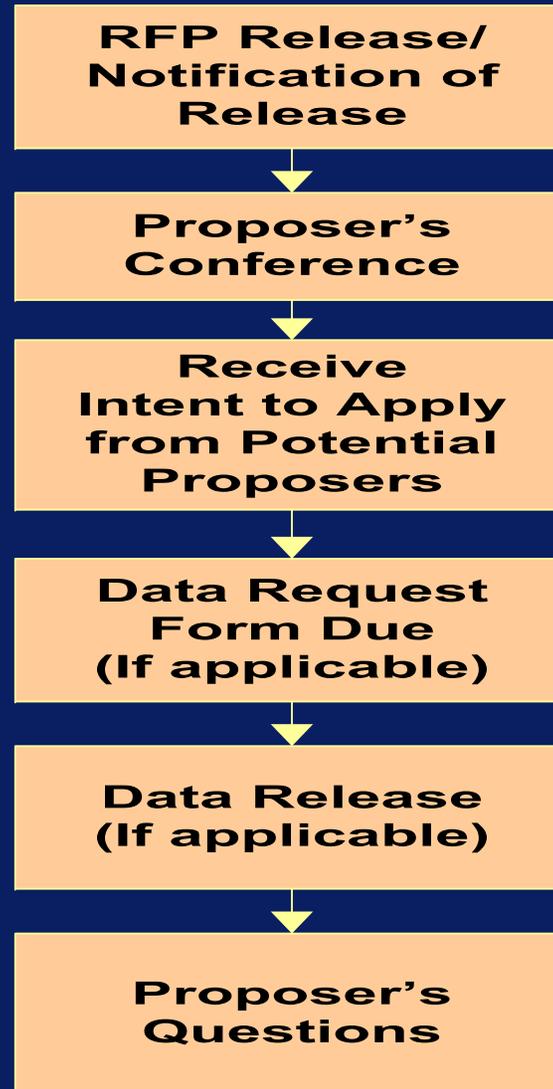C&G Board Package Approved?

Acceptance of Grant Award

- OAPP receives notice of grant award (NGA)
- OAPP develops Board Letter to accept funding
  - Describe purpose for the funding
  - Submit proposed budgets
  - Submit proposed list of contractors if appropriate, or
  - Submit timeline for solicitation process

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Acceptance of Grant Award

Acceptance of Grant Award

- OAPP forwards Board Letter to DPH, C&G, County Counsel & CEO for approval
- Board Letter filed for Board agenda review approval
- OAPP receives Board agenda date for Board letter
- Board of Supervisors (BOS) approves letter
- Grant Award accepted by BOS

Acceptance of Grant Award

Solicitation Development

- OAPP develops solicitation
- Solicitation submitted to County Counsel, CEO/Risk Management, Auditors-Controllers for approval
- Solicitation approved for release

Solicitation Development
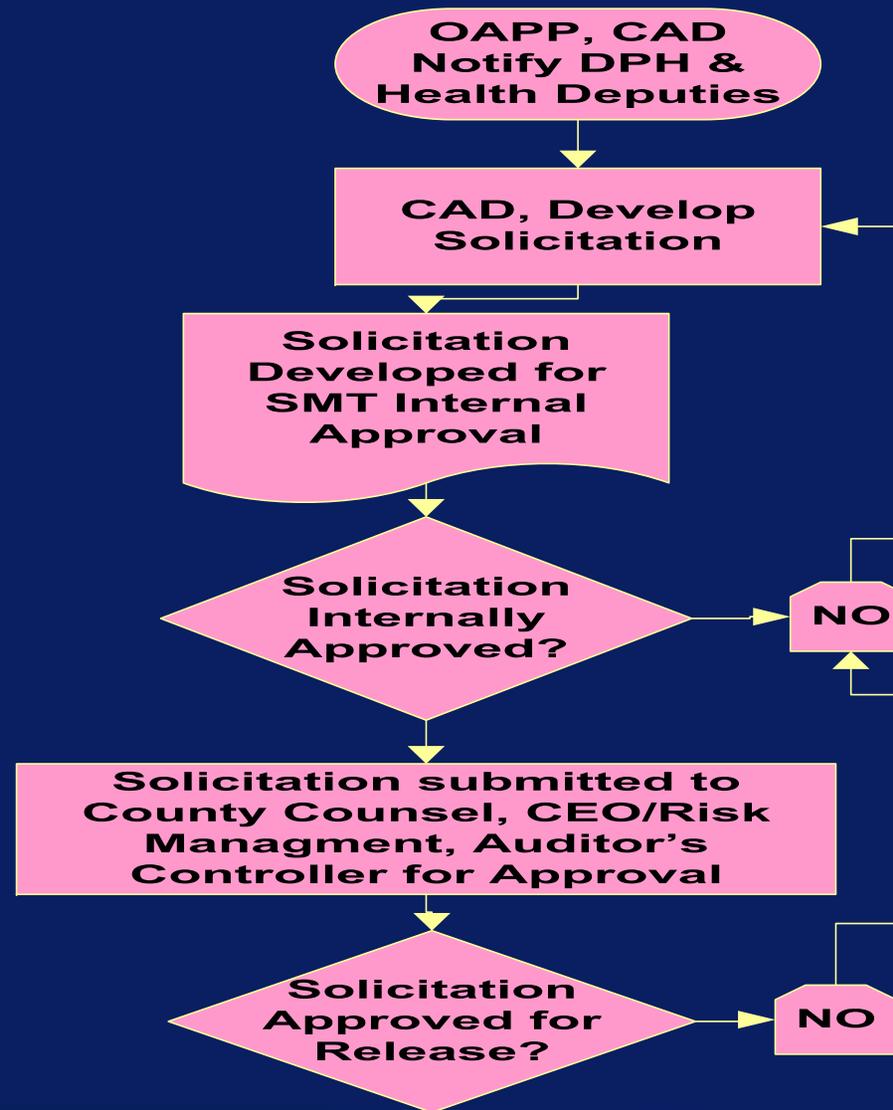
Request for Proposals (RFP)

- OAPP releases RFP
- Proposers' conference
- OAPP receives intent to apply letters from potential proposers
- Data request & release (if applicable)
- Proposer's Questions

Request for Proposals (RFP)

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│   RFP Release/      │
│   Notification of    │
│      Release         │
└─────────────────────┘
          ↓
┌─────────────────────┐
│    Proposer's        │
│    Conference        │
└─────────────────────┘
          ↓
┌─────────────────────┐
│     Receive          │
│  Intent to Apply     │
│  from Potential      │
│    Proposers         │
└─────────────────────┘
          ↓
┌─────────────────────┐
│   Data Request       │
│    Form Due          │
│  (If applicable)     │
└─────────────────────┘
          ↓
┌─────────────────────┐
│   Data Release       │
│  (If applicable)     │
└─────────────────────┘
          ↓
┌─────────────────────┐
│    Proposer's        │
│     Questions        │
└─────────────────────┘
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Request for Proposal (RFP)

- Solicitation Requirement Review
  - If justified, RFP is modified and goes back to County Counsel, CEO and Auditors-Controllers review/approval
- Questions and Answers released
- Proposals due
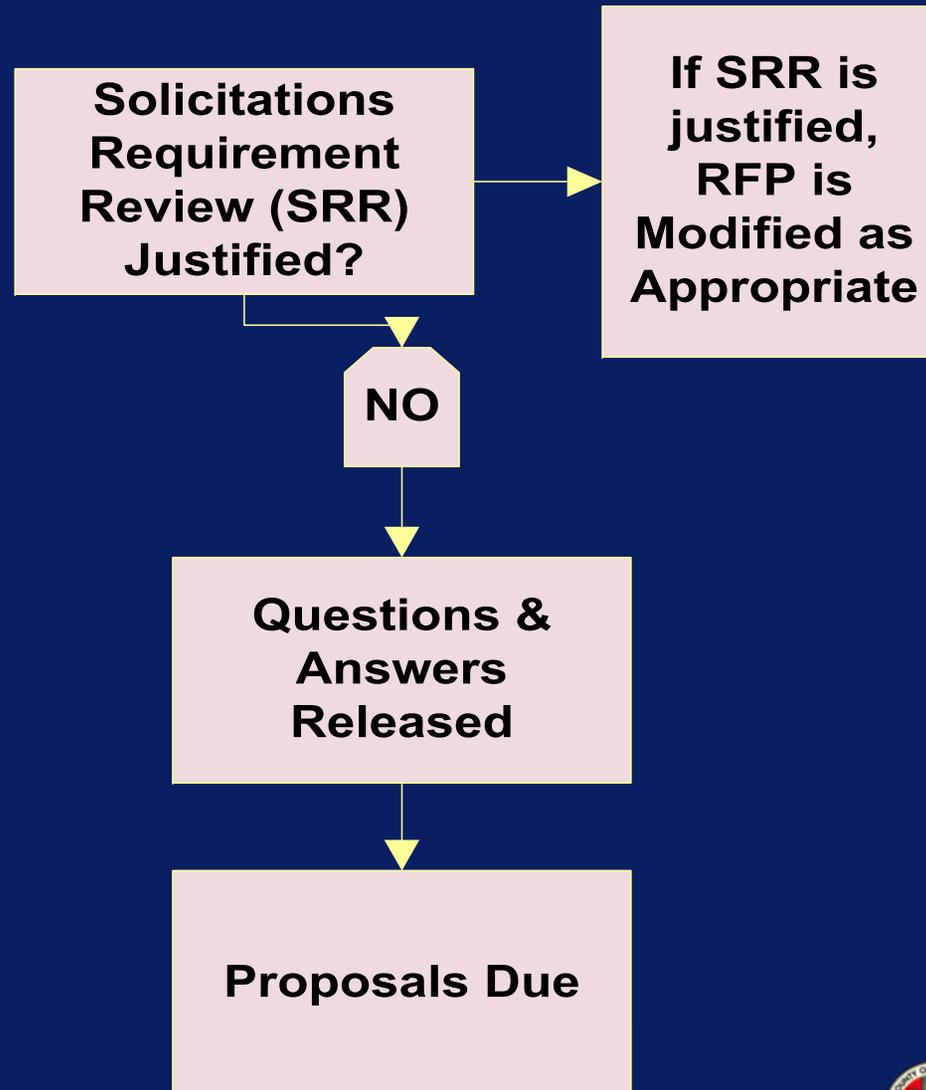
Proposal Evaluation & Funding Recommendations

- Pass/Fail qualifying review
- External evaluation & financial capability
- Evaluator independent review & scoring
- External evaluation & financial capability consensus review & scoring
- Funding allocation review & recommendations

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Proposal Evaluation & Funding Recommendations

External Evaluation & Financial Capability Conducted

Evaluator Independent Review and Scoring

External Evaluation & Financial Capability Consensus Review & Scoring

Pass/Fail Qualifying Review

External Evaluation & Financial Capability Scoring Matrix/ Approval

Pass/Fail Matrix/Approval

Funding Allocation Review and Recommendations
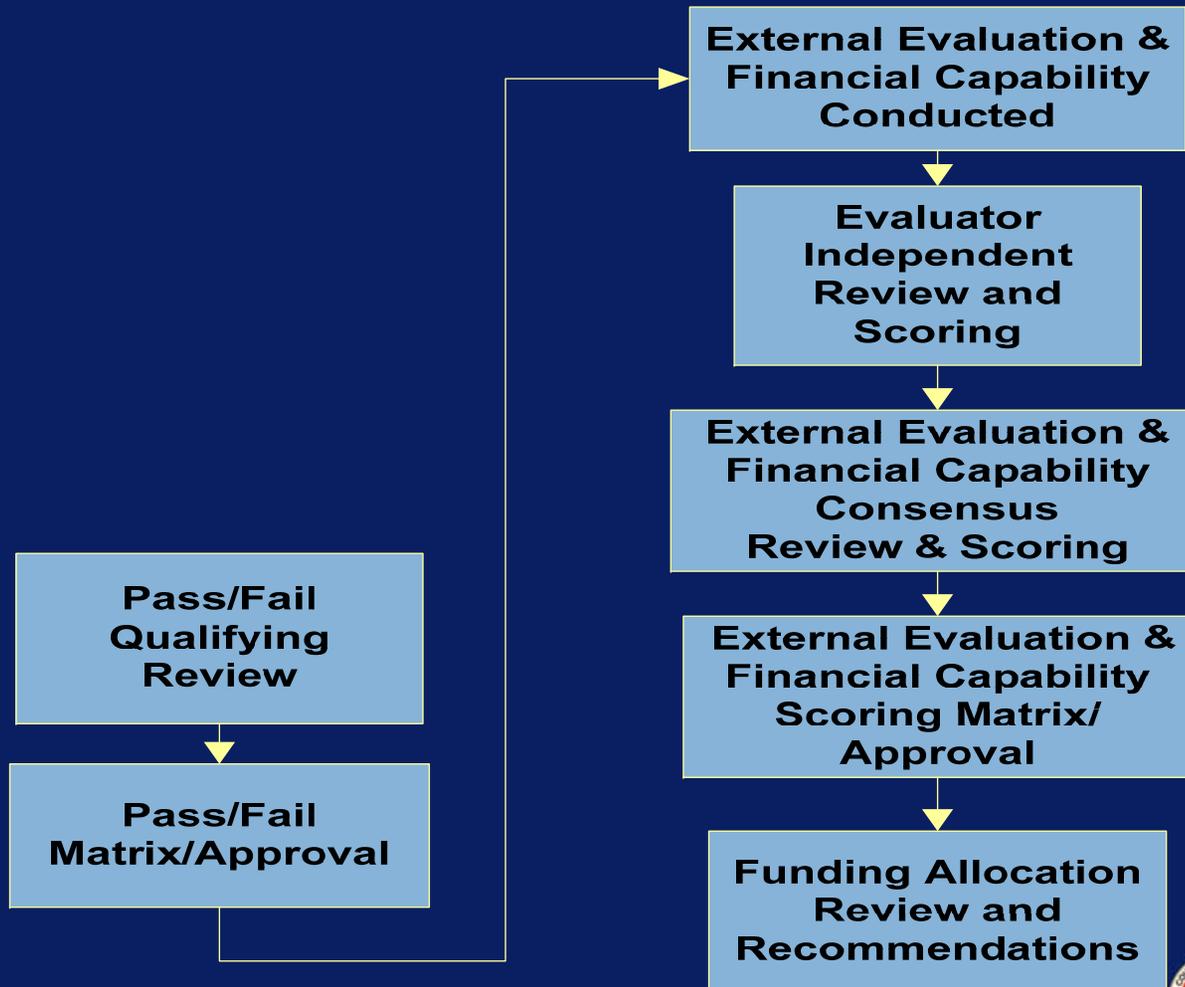
Proposal Evaluation & Funding Recommendations

- OAPP approves funding allocation matrix
- OAPP notifies DPH & Health Deputies of funding recommendations
- OAPP notifies proposers of evaluation results and funding recommendations
- Proposer's debriefing
- Appeal process

Proposal Evaluation & Funding Recommendations
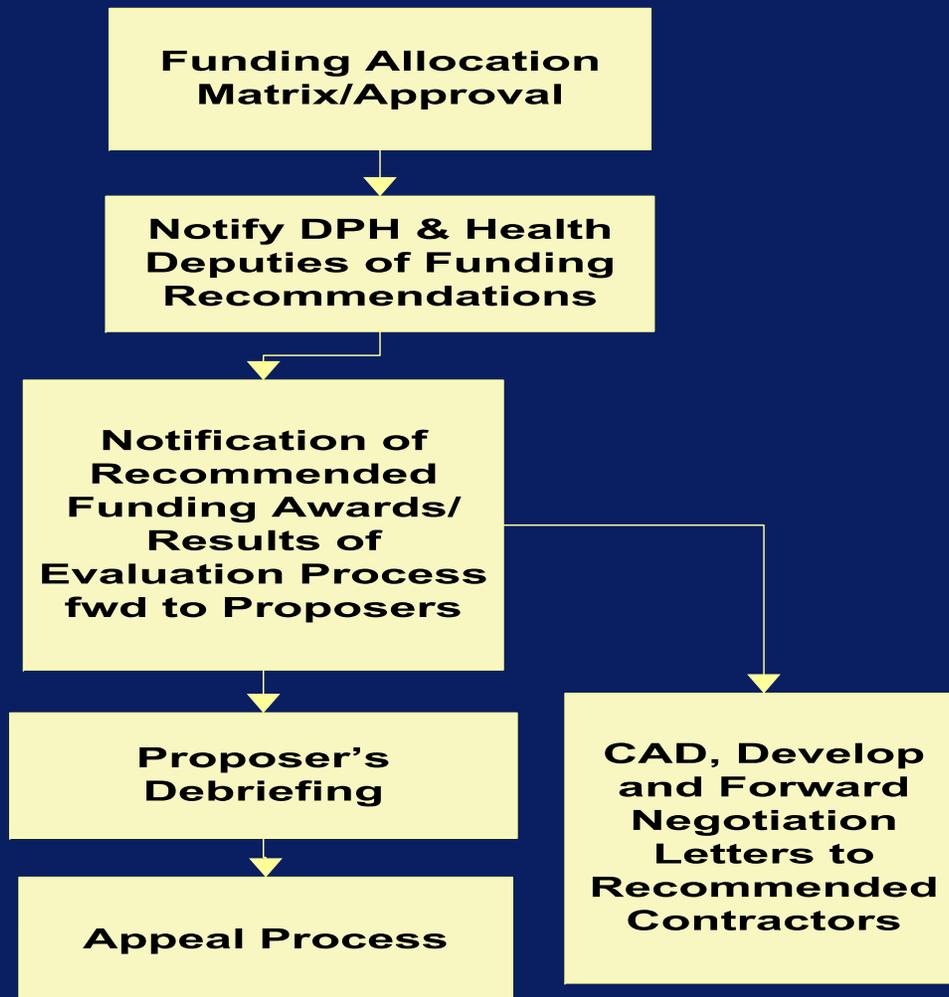
Contract Development & Negotiation

- OAPP forwards negotiation letters to recommended contractors
- OAPP develops Board package (Board Letter and contract agreements)
  - Board Letter notifying BOS of funding by contractor/agency
  - OAPP divisions prepare contract exhibits through modifications and negotiations
  - OAPP develops contract agreement with negotiated exhibits attached
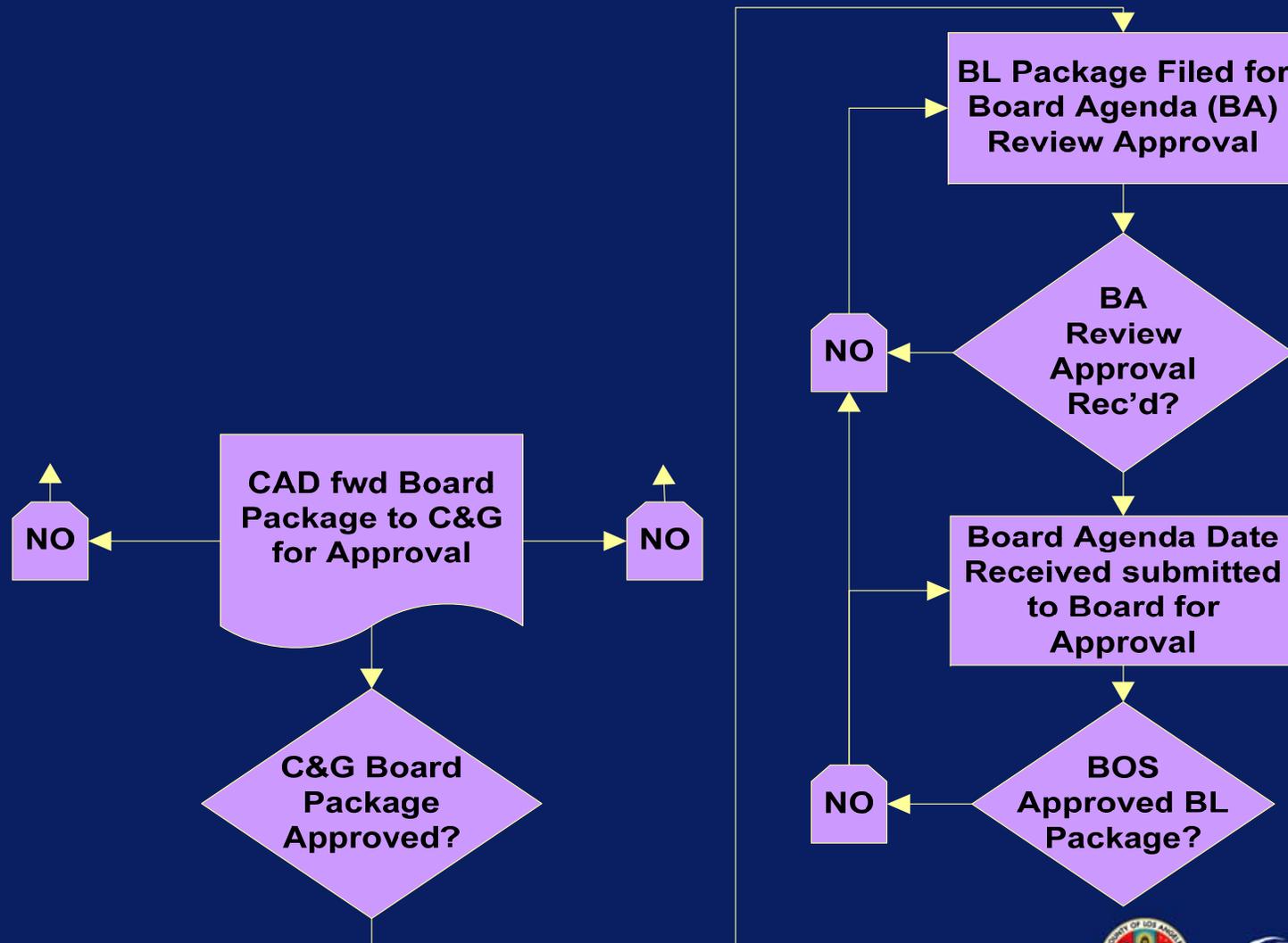
Contract Development & Negotiation
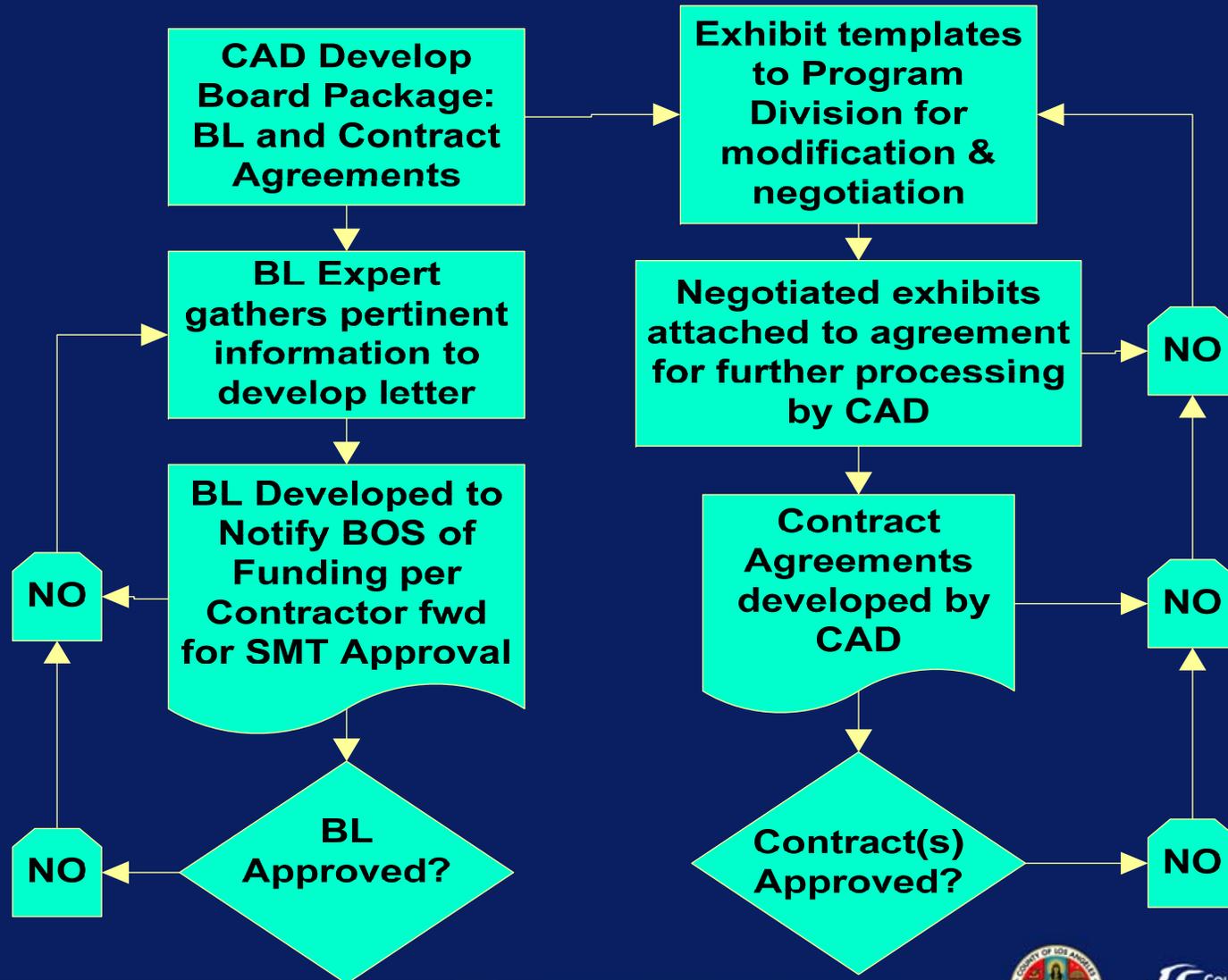
Contract Approval

- OAPP forwards Board package to DPH C&G for approval

- Board package filed for Board agenda review approval

- Board agenda date received; Board package submitted for BOS approval

- BOS approves Board package
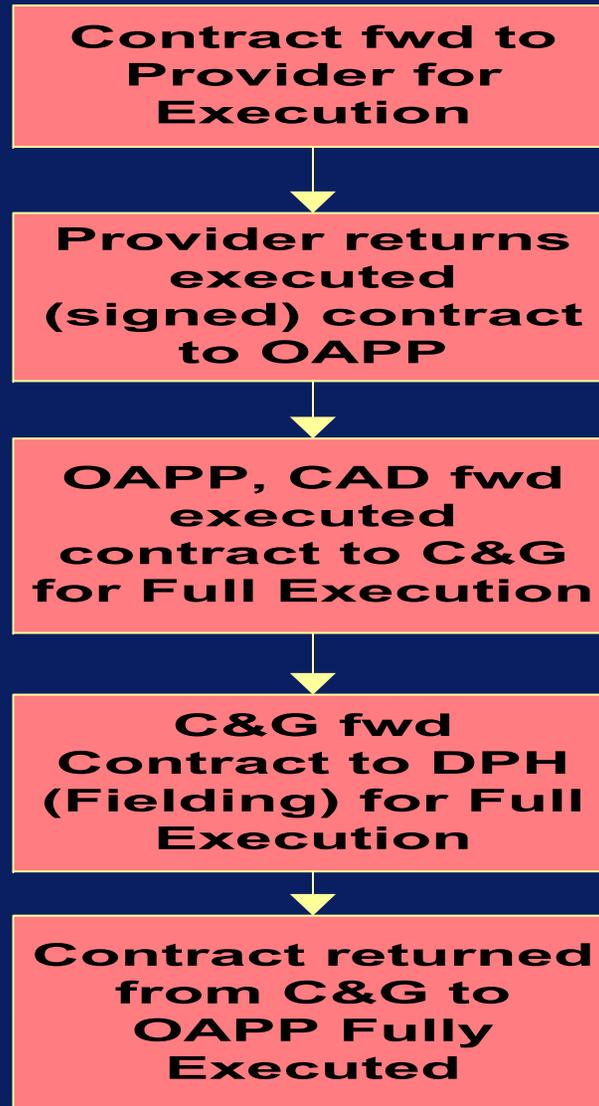
Contract Approval

Contract Execution

- OAPP forwards approved contracts to providers for execution
- Provider returns executed (signed) contracts to OAPP
- OAPP forwards executed contracts to DPH C&G for full execution
- C&G forwards contracts to Dr. Fielding for full execution
- Fully executed contracts returned to OAPP

Contract Execution

Contract fwd to Provider for Execution

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Provider returns executed (signed) contract to OAPP

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OAPP, CAD fwd executed contract to C&G for Full Execution

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C&G fwd Contract to DPH (Fielding) for Full Execution

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Contract returned from C&G to OAPP Fully Executed

Contracting Process Flow Chart

Questions???

Thank you

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