



Requests for Proposal (RFP) for
Stakeholder Contracts: Advocacy, Outreach, Education and Training
Bidders' Conference

December 19, 2016

Agenda

1:00 – 1:15

Welcome & Introductions

Toby Ewing, Executive Director

Mental Health Services Oversight and Accountability Commission

1:15 – 1:30

Solicitations Overview

Angela Brand, Project Lead

Mental Health Services Oversight and Accountability Commission

1:30 – 1:45

Procurement Overview

Andrew Chang, Consultant

Joshua Rayburn, Consultant

Andrew Chang & Company

1:45 – 3:00

Q&A

Norma Pate, Chief Deputy Director

Filomena Yeroshek, Chief Counsel

Angela Brand, Project Lead

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Housekeeping

- Out of respect for all participants, all questions will be held until the end of the conference, in the time allotted for Q&A. Questions and answers will be used to create a Frequently Asked Questions list that will appear on our website.
- Preliminary responses may be provided to questions verbally during this conference. However, no responses will be considered final or binding until they have been posted in writing.
- Signing-in and verbally identifying yourself on the phone is optional. Sign-in sheets and a list of those who are participating by phone will be provided to the general public.

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MHSOAC is currently seeking high quality proposals for Advocacy, Outreach, Education and Training from six populations

- RFP # 16MHSOAC029 – Mental Health Clients/Consumers
- RFP # 16MHSOAC030 – Diverse Racial and Ethnic Communities
- RFP # 16MHSOAC031 – Families of Clients/Consumers
- RFP # 16MHSOAC032 – LGBTQ Communities
- RFP # 16MHSOAC033 – Parents/Caregivers of Children and Youth
- RFP # 16MHSOAC034 – Veterans

Key dates

Activity	Action Date & Time
RFP Release	December 12, 2016
Bidders' Conference	December 19, 2016
Deadline for Written Questions	December 21, 2016
Distribute Questions/Answers and Addenda (if any) to RFP	January 4, 2017
Deadline to Submit Proposals	February 10, 2017 by 2:00 p.m.
Notice of Intent to Award	March 23, 2017
Intent to Protest Letter	March 30, 2017
Anticipated Contract Start Date	May 2017

Contractor Responsibilities

Kickoff Meeting

- The Contractor shall attend a kickoff meeting with the MHSOAC Contract Manager (CM) to discuss all aspects of the contract.

Contract Management

- The Contractor shall meet quarterly, or otherwise as specified, with MHSOAC staff to review and discuss contract performance and activities.

Quarterly Reporting

- The Contractor will submit quarterly activity reports detailing activities, planned and underway, and report-outs on completed activities.

Collaboration

- The Contractor shall attend periodic collaboration meetings with other Contractors.

Annual Workplan Update

- The Contractor shall provide an update on all projects and deliverables completed by the end of Year One and Year Two.

Final Contract Report

- The Contractor shall provide a Final Contract Report to summarize the activities, efforts, findings and lessons learned through the entire contract.

Subject Matter Experts

- The Contractor shall act as liaison for individuals whose subject matter expertise and perspective can inform the work of the MHSOAC. The Contractor shall recruit and support subject matter experts.

Kickoff Meeting

- The Contractor shall include up to five percent (5%) of the contract value for unanticipated tasks

Statement of Need

The Proposer shall provide a narrative of the current mental health challenges and the resulting needs of the target population in no more than ten (10) pages. The Statement of Need narrative should specifically define the target population, illustrate the Proposer's understanding of the relevant aspects of the target population, and detail the mental health needs of that community. The Statement of Need narrative should provide sufficient context and justification for the work proposed in the Proposer-Defined Deliverables. If more than ten pages are submitted for this narrative, only the first ten pages will be reviewed and scored.

Key Proposer Defined Deliverables

Proposer Defined Deliverables	Summary
Annual State of the Community Report	Proposals shall include an Annual State of the Community Report to detail the unique needs of the target population and how they differ on the local level and the state level.
Training and Education	Proposers shall develop two distinct strategies ; one for stakeholders and one for local and state policy makers, providers, the general public and those who work with and on behalf of the target population.
Outreach, Engagement and Communication	Proposers shall develop two distinct strategies for outreach, engagement, and communication activities; one for the local level and one for the state level.
Advocacy	Contractor shall include two distinct strategies that effectively support the needs of the target population; one for the local level and one for the state level.

***A SIMPLE REITERATION OF THE DESCRIPTIONS CONTAINED
WITHIN THE SOLICITATIONS IS NOT ACCEPTABLE***

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The solicitations are being established as contracts, **NOT** grants

Contracts

- Used as a procurement funding mechanism (i.e. buyer/seller) for the direct benefit or use of the state.
- Relatively inflexible as to scope of work, budget and other changes.
- Require frequent reporting.
- Failure to perform can result in potential legal action or financial consequences.
- May be unilaterally awarded at proposal stage without ability to negotiate terms and conditions.

Grants

- Flexible funding mechanism to support public purpose (i.e. assistance mechanism).
- Flexibility to change Scope of Work, Budget, etc.
- More freedom to adapt project and less responsibility to produce results.
- Less frequent reporting.
- Failure to perform not likely to result in legal action or financial consequences.

We are Public Contracting Code (PCC) exempt, but we are following PCC, except for two areas



DGS Approval

- Contracts do not need to be approved by DGS
- Formal DGS protest process does not apply



Protest

- Protests will be resolved by the Executive Director

We are in open procurement

- Throughout the procurement process from public comment until the contracts are awarded, MHSOAC will work to ensure all potential proposers have a level playing field and that the MHSOAC operates in a manner that is accountable to the public.
- MHSOAC staff will not be able to take personal meetings or respond to telephone or email inquiries regarding the solicitations to ensure a level playing field, full transparency and the integrity of the solicitations.
- All communications regarding the solicitations must be submitted in writing to the MHSOAC email at mhsoac@mhsoac.ca.gov.

All correspondence, questions, inquiries should be made in writing

- All correspondence, questions, inquiries should be made in writing via email to mhsoac@mhsoac.ca.gov by 4:30 p.m. Pacific Standard Time (PST) on December 21, 2016.
- Questions submitted by email will be made anonymous, responded to and posted for all bidders to see.
- Only written responses posted on the MHSOAC website shall be considered binding.
- **Check bid posting site often!**

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Education, Advocacy and Outreach Solicitations

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Thank You for Participating!