**Minutes**

**RFP Procurement Processes**

**December 6, 2011**

**9:00 a.m.**

**Department of Public Health, Room 2F,**

**Hartford, CT**

**Members present:** Co-chair Chris Andresen, Co-chair Anne Ruwet, Deputy Commissioner Cheryl Cepelak, Roberta Cook, Judi Jordan, Daniel O’Connell, Richard Porth, Jewel Brown, Walt Sivigny, Barry Kasden, Alyssa Goduti, Deb Heinrich, Susan Major, Carol Polsky

**Members absent:** None

1. Co-Chair Welcome and Introductions

Co-chairs Andresen and Ruwet called the meeting to order at 9:05 a.m.

The Co-chairs welcomed the members to the first meeting, introduced themselves to the group and asked each member to do the same.

1. Overview Work Group’s Charge

The goals of this work group are to:

1. Review RFP and procurement process and how they can be used to incentivize strategic partnerships
2. To look at appropriate use and timing of competitively bidding contracts and how that will affect program outcomes and innovative programming
3. Open Discussion of RFP and Procurement Processes

The group discussed their experiences with the RFP process. The group spoke about how to stay true to the open competitive process and encourage partnerships in a way that will be in the best interest of the clients served under the contract.

* There was recognition that providers desire to be more involved with the RFP process and can provide valuable input
* Provider involvement is challenging since there are restrictions around the State communicating about the RFP/procurement process once planning has started.
* Is it reasonable to treat the RFP/procurement process for health and human services the same way we procure items like construction projects?
* If things are working and not changing, why RFP? Is it more effective to deal with individual provider issues or to put all services out to bid?
* What is the definition/guiding principles of a partnership and is it feasible to build that into the RFP process?
* Discussion on what is the purpose of an RFP process?
  + Meet competitive procurement requirements
  + Mechanism to establish how to serve a population
  + Implanting a new service model
* The group discussed the timing of RFPs. Is it reasonable and practical to procure health and human services on a set time schedule or are there other ways to time the process?
* Items to consider when exploring the timing of an RFP process and partnerships include: what is the need? Who are the clients? What is out there now? Where are the gaps in service?

1. Work Group Process Moving Forward

Tasks for the next meeting:

* Review the procurement draft
* Look at the guiding principles for partnership between public and private agencies
* Determine the purpose of the RFP and the process
* Critique reasons for the process
* Gather resource information from other state agencies

1. Next Meeting

The next meeting will be held on January 6, 2012 from 9-11 at 410 Capitol Ave Rm 1C, Hartford, CT .

1. Adjournment

The meeting was adjourned at 10:50 a.m.