**Minutes**

**RFP and Procurement Processes Work Group**

**May 4, 2012**

**9:00 a.m-11:00am**

**Department of Public Health, Room 1C,**

**Hartford, CT**

**Members present:** Co-chair Chris Andresen, Co-chair Anne Ruwet, Roberta Cook, Alyssa Goduti, Daniel O’Connell, Richard Porth, Walt Sivigny

**Members absent:** Deputy Commissioner Cheryl Cepelak, Jewel Brown, Judi Jordan, Barry Kasden

**Other Attendees**: Marianne Buchelli,

1. **Co-Chair Welcome**

Co-chair C. Andresen called the meeting to order at 9:07 a.m.

1. **Approval of Minutes of the April 13, 2012 Meeting**

The minutes from the April 13, 2012 meeting were unanimously approved.

1. **Update on April 20 Cabinet Meeting**

A.Ruwet shared that they are in the final stages of deciding to refill the non-profit liaison position. The group co-chairs updated the Cabinet on progress and agreed to try to have a draft report of the committee’s recommendations ready for the May 18th Cabinet meeting.

1. **Review of Consideration of OPM comments**

C. Andresen shared overall themes of the feedback received from Robert Dakers (OPM). The group expressed their appreciation for Robert Daker’s thoughtful comments and was in agreement with the majority of his points.

Based on the feedback from Robert Dakers and through group discussion the group agreed to modify the recommendations related to the procurement standards as follows:

* Items agreed to keep in the final recommendations report:
* **# 1. Applicability**
* **# 3. Training**
* **# 6. Procurement Schedule**
* **# 9 .Writing the RFP**
* **# 10. Evaluation Criteria**
* **#11. Contractor Selection**
* **#15. Monitoring Contracts**
* **#16. Notification of Bid Outcomes**
* **#17. Submission of Proposals**
* Items deleted/removed:
* **# 2. POS vs. PSA**
* **# 8. Costs**
* Items that required further language changes:
* **# 4. Sole Source Contracts:** The group removed *“the current $20,000, one year threshold for contracts triggering a competitive RFP, requires state agencies to almost always go out to bid, even for very small contracts in which the bid process may be costly and time consuming in comparison to the contract amount*” **Revised to**: *“When a state agency wishes to make sole source procurement and the anticipated cost or term of the contracts exceed $20, 000 (change to $50,000) or exceed one year (change to 2 years), the agency must request a waiver from competitive solicitation…. Increasing the dollar limit and length of contract allowed for sole source contracting saves time and resources for both the state and providers”.*
* **# 5. Waivers from Re-Procurement:** The group agreed to change the language for evidenced-based because of the differences in meaning across the agencies. **Revised to:** *“We recommend revisiting the factors identified as considerations for a waiver to include things such as recognition of significant investment by providers into the design and implementation of program services”.*
* Items that require further discussion with OPM :
* **# 7. Evaluating the Need**
* **#12. Contractor Selection and Timeline**
* **#13. & #14. Debriefing**

The group further discussed current efforts by the Administration to address contracting issues. W. Sivigny discussed a contract efficiency project through OPM. The project brings together lead contract people from DSS, DCF, DPH, DMHAS, and DOC that spend 3 days each week working at OPM. The group is conducting intensive site visits at each POS agency to review agency processes and to ultimately build more contracting consistency across each agency.

1. **Review of Committee Report due in June (draft for May 18)**

 The workgroup reviewed the committee report. The group agreed to have the draft complete in time to present to the Cabinet by May 18th. A meeting to compile the final report will be scheduled for May 8th. D. O’Connell reminded the group that the Cabinet endorsed the recommendations of the previous committee. These recommendations should be stand-alone document and attached with the final report package.

1. **Plan for completing report**
* A. Ruwet, A. Goduti, and C. Andresen will meet on May 8th to compile the final report. A. Goduti has volunteered to assist with language, and flow of the document.
* C. Andresen and A. Ruwet will follow-up with R. Draker to discuss the items/recommendations from the workgroup.
* The plan is to have a final draft in the appropriate format ready for the May 18th Cabinet meeting.
1. **Next Meeting**

The next meeting will take place on June 1, 2012, from 9-11 at 410 Capitol Avenue in Room 1C, Hartford, CT.

1. **Adjournment**

The meeting was adjourned at 10:20 a.m.