

**ADHC LOB Phase II**

**Steering Committee Meeting Minutes**

2/21/18

<b>Committee Name:</b>	ADHC Phase II Steering Committee
<b>Meeting Location:</b>	Conference Room B at the Lincolnia Senior Center
<b>Date and Time:</b>	Monday, October 15, 2018

**Attendees:**

Evan Braff, Katie Horstman, Darcy Franz, Kay Larmer, Shauna Severo, Janice Siegel, Kathy Hoyt, Sara Brinkmoeller, Rosalyn Foroobar, Lawrence Costanzo, Jennifer Robinson

<b>Agenda Item:</b>	<b>Responsible Party</b>	<b>Outcome/Action Steps</b>
<b>Welcome and Introductions</b>	<b>Shauna Severo</b>	
Review salient points of meeting with County HHS Executive Leadership	<b>Shauna Severo</b>	<b>Shauna reported that she met with Tisha Deeghan of HHS, Joe Mondoro, County CFO, and the leadership of Neighborhood and Community Services, Department of Family Services, and the Health Department. She did the presentation for them, of which they stated they were impressed with the quality of work, but that it needed more background information regarding the financials. This will be done prior to the presentation to the BOS. They liked the idea of getting the Request for Information (RFI) out to potential providers to gauge interest before presenting to the BOS. Joe said that Bryan Hill, the</b>

		<p>County Executive is looking at the LOBs differently, and that his goal is to look for efficiencies without sacrificing quality</p>
<p>Review of the County Request for Information (RFI) process</p>	<p>Sara Brinkmoeller</p>	<p>The purpose of the RFI is to share information about the services you are seeking and gather information from providers. An RFI</p> <ul style="list-style-type: none"> <li>• Is looking for information from providers</li> <li>• Gauges level of interest</li> <li>• Will be sent out broadly to known and unknown vendors; national associations may be used to generate vendor lists. Should not limit input from only one particular vendor</li> <li>• Is non-binding, thus cannot result in a contract</li> <li>• Can be used in preparation for an RFP to better write the solicitation</li> <li>• Can be used to request a non-binding cost estimate</li> <li>• Can be used to explore other types of partnerships, in other words not just pay them outright to provide the service</li> <li>• Can establish expectations, such as services must be all inclusive and serve all income levels</li> <li>• Can include what we consider the County contribution will be, but it is still non-binding</li> <li>• The RFI may include a pre-submission conference, giving the respondents a chance to ask questions and receive responses to better assist them in developing a good response to the RFI.</li> </ul> <p>Evan Braff shared his recent experience of doing an RFI for the Wellness Center and how it helped guide the development of the Wellness Center RFP. They stated upfront the minimal requirements. An RFP should not be too prescriptive; you want to inspire innovation. NCS had a meeting seeking vendor input prior to issuing the RFI. Sara said that it takes approximately 30 days to get approval once the RFI is drafted.</p> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> <li>• The County is responsible for publishing the RFI</li> <li>• Shauna, Evan and Jennifer will draft and send out an RFI, additionally Sara will send out sample RFIs so the committee can review and be prepared to provide feedback at the next scheduled meeting. Once County has received feedback a final RFI will be developed by the 3<sup>rd</sup> week of November. Shauna will develop a timeline with an eye for a presentation to the board in March or April</li> </ul>

		<ul style="list-style-type: none"> <li>• Brian Hill, the County Executive will be sending a communique to the BOS providing them a status report on the LOB projects; once this memo is submitted to the BOS Jennifer and Shauna will schedule meetings with ADHC family caregivers to give them a status report on the ADHC LOB Phase II Project.</li> </ul>
Next Steps	All	<p>The goal is to publish the RFI by the 3<sup>rd</sup> week of December and to request a response within 6 weeks. The RFI will be sent out to any and all. potential vendors Additionally plan to have a Saturday or evening informational session for interested parties the 2<sup>nd</sup> week of January.</p> <p>.</p> <p>Shauna requested that the committee members send her the questions they want to be included in the RFI by Tuesday, October 23<sup>rd</sup>.</p> <p>Sara described the RFP process:</p> <ul style="list-style-type: none"> <li>• Draft the RFP which takes about three months</li> <li>• The RFP is published and “on the street” for 4-6 weeks total</li> <li>• Vendors can seek clarification on the RFP by sending in questions or attending a preproposal conference, scheduled about 2 weeks after the publication date</li> <li>• Addenda are sent out with responses to questions</li> <li>• A SAC (4-5 members) and TAC (as many as needed) are appointed</li> <li>• The SAC first scores the technical proposals independently, then is brought together to discuss and revise scores as needed. The TAC can provide technical guidance through the process. Then the SAC reviews and scores cost proposals.</li> <li>• The SAC or lead program representatives negotiate with the highest-ranked offerors. We must negotiate with more than one vendor.</li> <li>• Once the award is decided, it is sent to the Purchasing Department and then presented to the BOS (must get the title to the BOS a month ahead of presenting to the Board.)</li> </ul>
Next Meeting	Shauna Severo	<ul style="list-style-type: none"> <li>• Shauna to send out a Doodle to choose a date for the next Steering Committee meeting.</li> </ul>