

Request For Proposals (RFP) Contracts & Procurement Training

October 15, 2020



COUNTY OF
SAN MATEO

Agenda

Request for Proposals (RFP)

Contracts

Reporting (performance)

Q&A

Request for Proposals (RFP)



DETERMINING
COUNTY NEEDS



ORDINANCE:
2.83 PURCHASING
PROCEDURES

RFP – Funding Opportunities

Public Posting

Public
Purchase

Request for
Proposal Q&A

RFP – Conflict of Interest and Forms



ORDINANCE:
2.83.170 CONFLICT OF INTEREST



REQUIRED
FORMS

Contract Types Summary



Board Level (over \$200,000, require RFP)



Division Level (\$200,000 or under)



Memorandum of Understanding (MOU) -
Internal/External



Small Dollar Amount Waiver (\$5,000 or
under)



Grants (usually state/federal funds)

RFP - Contracts

Board Level Contracts

- Over \$200,000 is the total maximum amount for the agreement.
- Must have an RFP process to select the provider for services.
- County Counsel must review and approve.
- Board of Supervisors is the signature authority for approval.
- Estimated time to complete agreements is 65-90 days.

Contract Types

Division Level

- \$200,000 or under is the total maximum amount for the agreement.
- Must have three (3) quotes – must be documented through an email, a form that was filled out, or through a web search screenshot that is printed out.
- Director is the signature authority for approval.
- Does not require an RFP.
- Estimated time to complete agreements is 30-45 days.

Contract Types

Small Dollar Amount Waiver

- Under \$5,000.
- Waiver only applies to services, not goods or commodities.
- Can be more than one invoice as long as the aggregate amount does not exceed \$4,999.
- Low risk - services cannot be for children/youth.
- A contract is not required by state or federal law.

Contract Types

Grants

- A grant is usually an **award of financial assistance** from the state or federal government to a recipient to carry out a public purpose.
- Any amount of grant funding must be approved by the Board of Supervisors.
- County Counsel must review and approve of the grant terms and Resolution that goes to the Board.
- Grant terms and conditions may require an agreement or will be spelled out in the application for the grant funding.

State/federal grants are often redistributed by the County to sub-recipients.

The selection of sub-recipients of funds over \$200,000 goes through the Board Level contract, which requires an RFP process.

Reporting

SUBRECIPIENT SAMPLE - REPORTING REQUIREMENT

1. Audits:

- a. Sub Recipient agrees to provide for timely audits as required by OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Final Guidance").

2. Performance Monitoring & Reporting:

- a. Contractor will submit monthly Performance Progress reports to the County.
- b. Contractor will be responsible for submitting aggregate quarterly and six-month reports.
- c. Board Level Performance Measures:
 - i. Contractor understands and agrees that the services under this agreement will be evaluated by County for long-term impact based on the following performance measures

3. Financial Monitoring & Reporting:

- a. Contractor will submit an Annual Federal Single Audit report to the County as prescribed in the CFR, Title 2 as applicable, Audited Annual Financial Statements to the County as prescribed in the CFR, Title 2 as applicable, or Annual Unaudited Financial Statements to the County if one of the above Financial Reports are not applicable.
- b. As specified in Exhibit B, Contractor will submit monthly Financial Cost Reports no later than the 17th of each month. The Financial Cost Report shall include form CDFS9500, invoices generated entity, total parent fees and must specify the administrative cost amount being claimed.

Scope of Work



Defines services and deliverables



Ensure we are meeting the needs of our clients



Mechanism to monitor quality and value



Identifies staffing requirements

Scope of Work

ELEMENTS OF SCOPE OF WORK

- Target Population to be served
- Description of services, including frequency, duration, expected collaboration with other entities, linkages to other services
- Referral and discharge process
- Staffing requirements – licensing, training, volunteers, persons with lived experience
- Goals and Objective and/or deliverables
- Monitoring and Reporting requirements
- Other administrative requirements – documentation standards, critical incident reports

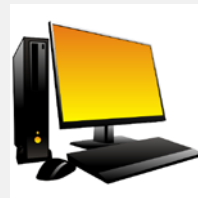
Source Requirements



Why we measure performance



Performance requirements



Methods for monitoring

Reporting

WHY WE MEASURE PERFORMANCE

- Federal Uniform Administrative Requirements
- San Mateo County Procurement and Contracting Policy and Procedures
- Ensures quality of service and success of program
- Outcomes are dependent upon the program source

Reporting

PERFORMANCE REQUIREMENTS

- BOS Level – The Board of Supervisors and/or County Manager determine the Performance Measure
- State & Federal Requirements
 - Timely Access to services
 - Reporting of service data – can be monthly, quarterly, and yearly
 - Mandated client surveys
- Grant Requirements
 - Different for every grant
 - Typically includes reporting on: client demographics, number of unduplicated clients served, linkages made to other services, % reduction of hospitalizations or incarcerations, % reduction in school dropout

Reporting

METHODS USED TO MONITOR SERVICES

- Monthly, quarterly and/or yearly progress meetings
- Service reporting – monthly, quarterly; may contain units of service, number of clients served, linkages to other services, timely access to services
- Year end reports/summary of accomplishments
- Site Visits
- Quality Standards – compliance with documentation, attestation forms, incident reports, licensing visit reports, staff credentialing
- Invoices adjudicated to contract
- Satisfaction surveys – client and family
- Audits – bench mark progress of services, timeliness of deliverables, ensure funds are spent according to budget

GRANT SAMPLE - REPORTING REQUIREMENT

1. Program Outcomes and Monitoring

- a) Service delivery will be measured against and monitored based on the outcomes listed within the grant. The County shall have the right to adjust, modify, or change performance reporting measures as agreed upon by both parties and approved by County in writing. County shall have the option to conduct an on-site visit at any time during the year.

2. Reporting

- a) Contractor will be responsible for collecting, entering, tracking and reporting the data for program participants and outcome measures related to the services provided by Contractor.
- b) Contractor will submit reports in a format specified by the County.
- c) Contractor will submit reports that include the performance outcomes.

Reporting



Upcoming Virtual Training on Public Purchase

Date: Thursday, October 29th at 2:30pm

Description: This virtual training will provide instruction to local community-based organizations on how to use Public Purchase to access and respond to formal solicitations posted by the San Mateo County (SMC). Learn about public purchase registration process and how to navigate the system to access SMC solicitations and submit bid responses, as well as other best practices and resources.

Registration: Click the link below to register for the virtual webinar

https://smcgov.zoom.us/webinar/register/WN_AA_h_FTEKQcWStYIKwacJyA



Question & Answer