**Minutes**

**RFP and Procurement Processes Work Group**

**January 6, 2012**

**9:00 a.m.**

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

**Hartford, CT**

**Members present:** Co-chair Chris Andresen, Co-chair Anne Ruwet, Deputy Commissioner Cheryl Cepelak, Roberta Cook, Daniel O’Connell, Richard Porth, Jewel Brown, Barry Kasden, Deb Heinrich

**Members absent:** Judi Jordan, Alyssa Goduti, Walt Sivigny

**Other Attendees**: Susan Major, Wendy DeAngelo, Suzanne Cooney (attending for Walt Sivigny)

1. Co-Chair Welcome

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

1. Approval of Minutes of the December 6, 2011 Meeting

A motion and second was made to approve the minutes from the December 6, 2011 meeting. The motion passed unanimously on a voice vote.

1. Review of Procurement Standards

The group discussed the procurement plan that state agencies submit to OPM, as well as alternatives to rebidding. The group reviewed the Procurement Standards and discussed methods of source selection, procurement schedule, advertising and evaluation.

The Feedback and Recommendations re: OPM Procurement Standards for PSA and POS contracts from Connecticut Nonprofit Human Services Cabinet was handed out and reviewed with the group. The Feedback and Recommendations are attached at the end of the minutes.

1. Discussion of RFP rationale, process, and timing

The group briefly reviewed the RFP process and alternatives for POS contracts.

Competitive and non-competitive procurement, including when it would make sense to use each process, was discussed. The work group discussed possibly adding points to the RFP evaluation criteria to allow for in-state contractors and agency collaboration. The procurement schedule may also need to be modified to allow for client outcomes. For example, a reason to go out to RFP may be to create systems change or to use best practices. Satisfaction or dissatisfaction with a current contractor should not be a sole reason to re-bid. The group discussed challenges that the inability of the State to communicate about an RFP during the process created challenges to promoting partnerships and discussions on innovations.

Tasks for the next meeting:

* Review the procurement standards and e-mail any potential changes to the co-chairs.
* Identify and share guiding principles for partnership between public and private agencies
* Formulate questions to bring to the AG’s office related to the competitive process (e.g. POS vs PSA).
* Explore practice improvement initiatives and alternatives to competitive procurements
1. Next Meeting

The next meeting will be held on February 3, 2012 from 9-11 at 410 Capitol Ave Rm 1C, Hartford, CT . DMHAS will provide an overview of its practice improvement initiative.

1. Adjournment

The meeting was adjourned at 10:55 a.m.

