

ADAMHS BOARD OF CUYAHOGA COUNTY

POLICY STATEMENT

SUBJECT: AWARDING CONTRACTS FOR NON-MEDICAID SERVICES

EFFECTIVE DATE: September 26, 2018

PURPOSE

To define the processes by which Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMHS BOARD) may award contracts for non-Medicaid mental health, alcohol or other drug services or other necessary services. This policy shall not apply to the Procurement of goods and services that do not constitute mental health, alcohol or other drug services. (For the ADAMHS BOARD policies relating to such contracts, see the “ADAMHS Board of Cuyahoga County Purchasing Policy.”)

POLICY

When a community mental health, alcohol and other drug service need is identified or when the ADAMHS BOARD requires services, not subject to competitive bidding requirements, and, if funding is available, the ADAMHS BOARD may, at its discretion, utilize one of the following methods to allocate funds and award a contract for the necessary services:

- 1. Request for Information (RFI)** is a solicitation made for the provision of information that will assist in decision making process to procure services that assist the ADAMHS Board in fulfilling its mission. An RFI can generate multiple ideas for service selection and/or service delivery and allow prospective providers who have both unique solutions to problems and expertise to provide the service.
- 2. Request for Proposal (RFP):** is a solicitation made, for the provision of services that benefit individuals in need of Mental Health and/or Addiction Services. The RFP solicitation presents preliminary requirements for the service, and dictates the structure and format of the provider's response. Price alone is not the sole determining factor; a provider's expertise, experience, ability to grasp the problem and propose a clear solution, and level of commitment to the project is also considered. The RFP solicitation will be advertised in on the ADAMHS Board of Cuyahoga County's website (<http://adamhsc.org/>). RFP's will be conducted on an as-needed basis.

RESPONSIBILITIES:

It is the responsibility of the ADAMHS BOARD of Directors (BOD) to:

1. Consult with ADAMHS BOARD staff regarding service needs.
2. Verify whether funds are available for identified needs.
3. If choosing to utilize the RFI or RFP process, adopt a resolution establishing the method by which the ADAMHS BOARD staff should select a service provider for the award of the contract. In those instances where time is of the essence, the ADAMHS BOARD Chief Executive Officer, with approval of the BOD Chair, may direct that an RFI or RFP be prepared and issued.

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It is the responsibility of the ADAMHS BOARD Chief Executive Officer (CEO) to:

1. Appoint a Contract Award Committee to orchestrate the process identified by the ADAMHS BOARD BOD in selecting the service provider. The Contract Award Committee shall include at least one representative from the Clinical, Finance, Planning, and Risk Divisions, and any other person the ADAMHS BOARD CEO determines is appropriate.
2. Establish a RFI Procedure and a RFP Procedure that includes, as a minimum, the following components:
 - a. Development of an RFI packet detailing the information desired to allow for decision making process to fully informed of available opportunities and/or an RFP packet detailing specifications of the service;
 - b. Publicity and distribution of RFP;
 - c. Evaluation process;
 - d. Summary of evaluation process and results of evaluation to the BOG Executive Committee or Finance and Operations Committee; and,
 - e. Recommendation of best proposal or qualifications to ADAMHS BOARD BOG.
3. If the Contract Award Committee does not possess adequate information to adequately draft the service specifications, the Committee may issue an RFI through which providers will be invited to provide the necessary information. Upon receipt of the information, the Committee may then proceed with the RFP.
4. Notwithstanding the foregoing, nothing contained herein shall be construed as to prohibit the ADAMHS Board, upon recommendation of the CEO, from approving contracts without following the processes outlined herein due to unusual or exigent circumstances that make it impossible or impracticable to engage in an RFI or RFP process.

Supersedes and retires: Awarding Contracts for Non-Medicaid Services (adopted March 25, 2015)

Reference: ORC 340.03

/s/ Rev. Benjamin F. Gohlstin, Sr.

/s/ Scott S. Osiecki

Rev. Benjamin F. Gohlstin, Sr., Board Chair

Scott S. Osiecki, CEO

9/26/18

9/2021

Approval Date

Renewal Date