

SAN MATEO COUNTY
MENTAL HEALTH SERVICES DIVISION

DATE: May 20, 1997

MENTAL HEALTH POLICY NO.: MH 97-06

SUBJECT: Contracts, Requests for Proposals (RFP), and Waivers of RFP Process

AUTHORITY: Divisional, County Manager's Administrative Memo B-1 et al

AMENDED: March 13, 2000

ATTACHMENTS

- a) Contracting Methodologies
- b) Competitive Award Procedures
- c) RFP Calendar for Mental Health Contractors
- d) Public Notices

PURPOSE

To assure a consistent, fair, and efficient process to purchase services necessary for mental health treatment and rehabilitative support for clients and families.

POLICY

All new contracts and contracts subject to renewal that encumber over \$25,000 shall be awarded according to the procedures described in this policy. (The awarding of contracts under \$25,000 will be governed by Health Services Department policy for letting contracts at that lower level.)

The provider type and the services desired shall govern the choice of contracting methodology, as follows:

- services eligible to be purchased from any qualified provider
- services subject to competitive award procedures (outpatient services and certain administrative services) - three-year RFP process
- services subject to competitive award procedures (long term clinical programs) - five-year RFP process
- unique services

All contracts, regardless of the RFP process, shall be subject to annual review for renewal with the following exception:

- Certain housing services shall be designated as able to be provided by: a) various qualified providers or as b) unique services, and may not require annual review.

PROCEDURE

The following attachments are incorporated by reference into this policy. They describe the nature of the services included in each purchasing category, and the procedures to be followed for each contracting methodology.

PREFERENCE

Preference may be given to proposers that are located in San Mateo County and/or those with a history of providing services in or for San Mateo County.

Approved: _____
Beverly Abbott, Director
Mental Health Services Division