



SUBJECT: Competitive Procurement	Approved by:  CEO/VP of SAMH Date: 07/01/2018
EFFECTIVE DATE: November 1, 2012 REVISED DATE: July 2018	 VP of Operations, SAMH Date: 07/01/2018

POLICY:

It is the policy of LSF Health Systems to implement a fair and equitable competitive process for the procurement of the Department of Children and Families substance abuse and mental health contracts for the 23 County regions of Northeast and North Central Florida, including the Request for Proposals, Competitive Procurement, evaluation and award process. In implementing the competitive process, LSF Health Systems may use the Request for Proposals or other similar process including but not limited to Intent to Negotiate.

PROCEDURE:

Request for Proposals (RFP) and Intent to Negotiate (ITN)

RFPs and ITNs will be announced by postings on the LSF Health Systems website, via email to community stakeholders, as well as other sources of distribution. Each individual RFP and ITN will outline the schedule of events to take place with regards to the proposal, negotiation and award process. All information regarding procurement will be posted on the LSF Health Systems website.

Evaluation and Award Process

Selection Committee

A selection committee of at least three people will be used to read, evaluate and rank properly submitted proposals. The Selection Committee will be comprised of LSF Health Systems staff and, if necessary, others with pertinent backgrounds.

Selection Committee Evaluation

The maximum possible score for any proposal is 100 points. Proposals that score less than 50 may be ineligible for award under any RFP or ITN. During the evaluation period, the evaluation team reserves the

right to request additional information or clarification from the offerors in order to complete the evaluation and scoring process. Items to be considered include but are not limited to:

- Need for program
- Purpose of program
- Program goals and objectives
- Services to be provided
- Program monitoring and evaluation
- Program budget and budget narrative
- Letters of support
- Matching funds
- Community partnerships
- References
- Past program performance

Each member from the selection committee will read and score each proposal independently, discuss each proposal jointly, and submit results for tabulation. The score from each member will be summed and a final score will be assigned to the proposal(s). Scores will be ranked in numerical order and the top scoring proposal(s) will be submitted to the LSF Health Systems executive team for further review.

The highest ranked proposal(s) and/or the proposal(s) most responsive to community needs will enter negotiations with LSF Health Systems. The ultimate decision for award will come as a result of these negotiations. If negotiations with the highest ranked and/or the most responsive to community needs applicant are unsuccessful, the next highest ranked proposal and/or the next responsive to community needs may be contacted for negotiation. All proposals will remain with LSF Health Systems and will not be returned to the offeror.

Post Award & Contract Development

LSF Health Systems will contact the offeror selected for award to begin contract negotiation. As part of the contract negotiation process, conditions identified by the selection team will be addressed.

ADMINISTRATIVE RESPONSIBILITY: The President and COO of Lutheran Services Florida has overall responsibility and authority for administration of this policy and the CEO/VP of SAMH has responsibility for maintaining this policy.