

**Decision Log Sheet**  
Mental Health Study RFP  
Nov. 16, 2007

**Timelines**

**Deadline for Submission**

- Jan. 4
- Jan. 11
- Other

*Comments* The committee did not set a specific submission deadline but instead asked that the date be set six weeks after the date of issuance, to provide adequate time for offerors to submit complete proposals.

**Contract Award Date**

- Jan. 25 (at regularly scheduled meeting)
- Other (at a conference call meeting)

*Comments* The committee asked that proposals be reviewed as quickly as possible after the deadline for submission, and a conference call meeting for awarding the contract be set before Jan. 25, 2008.

**Section 3 Language: Scope of Project**

This section provides details of the work expected of the contractor, setting out three tasks and asking for three products.

**Task 1: Needs Assessment and Resource Mapping**

- Adopt
- Reject
- Revise and Adopt

**Task 2: Inventory Existing Funding/Identify Leveraging Opportunities**

- Adopt
- Reject
- Revise and Adopt

**Task 3: Identify Methods for Integration/Collaboration**

- Adopt
- Reject
- Revise and Adopt

**Product 1: Share Data with Law and Justice Interim Committee**

- Adopt
- Reject
- Revise and Adopt

## **Product 2: Regular Updates to the CFHHS Committee**

This section proposes one additional CFHHS meeting after Sept. 15 and before Oct. 31, 2008.

- Adopt
- Reject
- Revise and Adopt

## **Product 3: Elements of a Final Report to CFHHS Committee**

- Adopt
- Reject
- Revise and Adopt

## **Resources**

This section lists the entities that the contractor must work with during the study period and caps the amount of assistance that may be requested from those agencies. It also lists additional resources that may be contacted for information.

- Adopt
- Reject
- Revise and Adopt

Comments The committee agreed with the idea of capping the amount of assistance that may be requested from a state agency but asked that the language clarify that the 40-hour cap will be applied to each entity separately, rather than combined. In addition, the committee stated its intent that the 40-hour cap for assistance from DPHHS was a limit on the amount of time that could be requested from each division dealing with mental health, rather than a 40-hour cap for assistance from the agency as a whole. The committee also asked that all previous studies relating to mental health be given to the successful contractor, to ensure the contractor has as much information as possible about Montana's mental health system and previously identified issues.

## **Section 4: Offeror Qualifications/Informational Requirements**

This section requires offerors to provide at least three references for whom they have done similar work in the last five years; sample reports similar to the one sought in the RFP; and information on the resources they would have available to meet the deadline, the sources they will use to develop information, and the methodology they will use to identify needs and service gaps.

- Adopt
- Reject
- Revise and Adopt

## **Section 5: Cost Proposal**

This section currently proposes to set aside \$5,000 of the appropriation to cover the costs of an additional meeting and additional staff costs.

- Adopt
- Reject
- Revise and Adopt

Comments The committee indicated its preference for reserving funds to hold another meeting after the typical Sept. 15, 2008, deadline for completion of interim committee work, both to give the contractor as much time as possible to complete the work and to give the committee time to consider recommendations it may want to make to the 2009 Legislature based on the study conclusions.

## **Section 6: Evaluation Criteria**

This section assigns a point value to be used in evaluating the proposals, totaling 1,600 points and allocating the points as follows:

- **15%:** qualifications and information required under Section 4 (9.4% for resume and experience and 6.3% for work plan/timeframes/methodology)
- **62.5%:** proposal for completing the three tasks outlined in Section 3 (25% for the needs assessment and 18.75% each for the analysis of existing and potential funding sources and the identification of ways to integrate services and collaborate among agencies)
- **22%:** cost proposal

Adopt

Reject

Revise and Adopt

## **Evaluation Committee**

An evaluation committee will review and score the proposals in advance of the CFHHS meeting at which the contract will be awarded. The CFHHS Committee may want to select representatives for this evaluation committee.

*Comments* The committee approved an evaluation committee made up of Legislative Services Division staff members.