

## Competitive Procurement Process

### *Policy*

CFBHN follows the spirit of the purchasing principles in Section 287.057, F.S., and the State of Florida Department of Management Services Division of State Purchasing Guidebook to Public Procurement.

### *Purpose*

To establish procedures for the procurement of funds

### *Procedure*

- A. The guidelines for the competitive procurement process defined herein are for general decision-making in conjunction with the *Equity of Funding* Policy. However, the CFBHN Board of Directors reserves the right to make exceptions to the guidelines as needed, except when such exceptions would be contrary to other requirements applicable to the CFBHN.
- B. CFBHN staff may use one of the following procurement types.
  1. Request for Information (RFI): A request for specific information used to determine if there are network subcontractors capable of delivering the required services.
  2. Invitation to Bid (ITB): An Invitation to Bid may be used when the CFBHN is capable of specifically defining the scope of work for which a service is required, or when the CFBHN is capable of establishing precise specifications defining the actual commodity or group of commodities required. Among equally qualified and responsive bidders, the CFBHN selects the successful bidders based on price.
  3. Request for Proposals (RFP): The CFBHN may issue a Request for Proposals when the purposes and uses for which the contractual services, commodity, group of commodities being sought can be specifically defined and the CFBHN is capable of identifying necessary deliverables. Various combinations or versions of contractual services or commodities may be proposed by a responsive subcontractor to meet the specifications of the solicitation document. An RFP may be used when performance, quality, and other evaluation factors need to be considered. As a result, factors in addition to price, such as experience, organizational capacity, and work methodology may be considered in the selection of providers.
  4. Invitation to Negotiate (ITN): A written solicitation for competitive procurement replies is used when an RFP or ITB will not provide the solution CFBHN desires. An ITN permits CFBHN to consider alternative solutions to its needs during the procurement process.
  5. Request for Qualifications (RFQ): This option is a written invitation for statements of qualifications to select one or more proposers with which to commence negotiations for the procurement of services. Care should be taken to always use the complete term "Request for Qualifications" so as not to confuse this method with a Request for Quotes.

**Competitive Procurement Process** (continued)

- C. The Contracts department is responsible for maintaining a file describing the actions taken, and decisions made, during the procurement process. The file includes the following documentation:
1. Justification for selecting the procurement type used.
  2. Documentation of all individuals involved in process (writing, solicitation, evaluating and awarding.)
  3. Conflict of interest questionnaires for all individuals involved in process.
  4. Documentation of all posting activities.
  5. Copy of the solicitation document.
  6. Record of solicitation conference.
  7. All correspondence related to the procurement (including official questions and answers).
  8. Record of the evaluation/scoring.
  9. Copies of bids/proposals/replies/offers.
  10. Copies of protests received and documentation of results.
  11. Copy of the Notice of Intended Award.
- D. No Responses from the Competitive Procurement Solicitation governed by the Funding Procurement Policy for a Department of Children and Families Contract
1. In the event no responses are received from the competitive procurement solicitation governed by the Funding Procurement Policy for Department of Children and Families (DCF) Contract, CFBHN staff will notify DCF that no responses were received and ascertain if the solicitation can be modified from its original requirements to accommodate the concerns of the potential proposers.
  2. In the event modification to the solicitation is approved CFBHN staff will notify the Board of Directors and post the appropriate competitive procurement document on the CFBHN website, requiring a response timeframe of 14 business days.
  3. In the event that the Department of Children and Families does not approve any modifications, the original solicitation will be reposted a second time to ascertain if there may be new potential bidders interested in the solicitation.
- E. Scoring
1. CFBHN staff will select an evaluation panel that has the knowledge of the subject matter to score the proposals received using a solicitation-specific tool scoring tool.
  2. The results of the scoring will be submitted to the Board of Directors, either in person or via electronic communication, and CFBHN staff will negotiate a subcontract with the selected network provider at the prescribed time as described in the posting.

**Competitive Procurement Process** (continued)

- 3. CFBHN staff will post all results for the scoring on its CFBHN website.
- 4. CFBHN staff will execute a subcontract with the selected network provider at the prescribed time as described in the posting.
  
- F. In the event no responses are received from the second solicitation, CFBHN staff will work with provider(s) that could potentially deliver the services to identify programs concerns and present them to the department and request authorization to modify the grant requirements. If no providers are interested in performing the services CFBHN will inform the Department of Children and Families that the new funding be amended out of the Master Contract.
  
- G. Disputes and Appeals will be processed in accordance with the CFBHN *Procurement Dispute and Protest* Policy.

CFBHN Policy – Competitive Procurement Process	Date Issued: <u>11/1/02</u>
Approval: _____ Linda McKinnon, President/Chief Executive Officer	Last Review Date: <u>6/5/18</u>
	Last Revision Date: <u>6/5/18</u>