San Francisco County Community Behavioral Health Services

RFP/Q PROCESS FLOW CHART

Initial Planning (Program, with Contracts as needed) --> Community input (as needed, depending on type of contract) (Program) --> Draft RFP: Scope of work, Minimum Qualifications, Rating Criteria/Questions (Program) Standard provisions, City requirements, and general process (Contracts) --> Recruit, select, confirm review panel (Program); review panel composition for compliance with DPH policies and practices (Contracts)

Publish RFP's: post on websites, emailing, US Mail outreach letters, union notifications (Contracts) --> Answer questions through pre-proposal conference and/or e-questions (Program, through Contracts) --> Preselect proposals and screen for Minimum Qualifications; send proposal packets to panel; check references as appropriate (Contracts) --> Evaluate and score proposals (panel); panel meeting, compiling scores and recommendations (Contracts, with program, as needed)

Write and submit selection report to director (with scores and recommendations) (Contracts, with Program as needed) --> Prepare and send RFP Results/or selection letters (Contracts) --> Investigate and respond to any protests (Contracts Director) --> Prepare and send letters inviting selected proposer(s) to negotiate (Contracts/SOC)

Notes:
This flow chart describes the general process used for RFPs/RFQs, but these processes may be tailored to meet specific RFP/RFQ or contracting types or needs;
"Program" refers to any SFDPH SOC Program staff involved in preparing and administering the RFP, e.g., CBHS, HHS, HPS, HUH, SFGH, LHH, Primary Care, MCH, JHS, etc.
"Contracts" refers to the SFDPH Office of Contracts Management and Compliance (the "Contracts Office")