

CHSWC May 30, 2025 Agenda Item 5

Process for Commission input for development of Request for Proposals (RFP)

Melissa Flores
Executive Officer/CHSWC



State of California
Gavin Newsom
Governor

RFP Process – Staff's role?

- Develop a timeline
- Seek input through RFI responses, Commission meetings, qualified experts, etc.
- Draft proposal for solicitation
- Coordinate with DIR Contracts unit
 - Review of proposal
 - Determine outreach/solicitation methods
 - Identify all applicable UNSPSC codes for Cal eProcure system
 - Provide contacts for courtesy notices
- Post link on CHSWC webpage & distribute informational bulletin



UNSPSC codes

- **United Nnations Standard Products and Services Codes**
- Use in Cal eProcure system
- Bidders register with specific codes to manage notifications
- No limit on the number of codes registered
- Cal eProcure automatically notifies bidders when codes match
- 54,600 UNSPSC
- 106 identified as useful for CHSWC



UNSPSC codes – CHSWC samples

23	'81131500	Statistical analysis service - Statistical Methodology & analysis
24	'81131501	Statistical analysis service - Statistical Methodology & analysis - Factor analysis
25	'81131502	Statistical analysis service - Statistical Methodology & analysis - Multivariate analysis
26	'81131503	Statistical analysis service - Statistical Methodology & analysis - Regression analysis
27	'81131504	Statistical analysis service - Statistical Methodology & analysis - Sampling surveys
28	'81131505	Statistical analysis service - Statistical Methodology & analysis - Time series analysis

29	'85101700	Healthcare delivery services - Health administration services
30	'85101701	Healthcare delivery services - Health administration services - Health policy
31	'85101702	Healthcare delivery services - Health administration services - Health legislation or regulations
32	'85101703	Healthcare delivery services - Health administration services - Health service planning
33	'85101704	Healthcare delivery services - Health administration services - Health economics
34	'85101705	Healthcare delivery services - Health administration services - Public health administration
35	'85101706	Healthcare delivery services - Health administration services - Traditional healthcare services
36	'85101707	Healthcare delivery services - Health administration services - Health system evaluation services



RFP Process – Commissioners role?

To avoid conflicts of interest...

Cannot do:

- Participate in the drafting of the RFP
- Direct staff specifically on requirements & scope of work
- Participate in the evaluation of bidder proposals
- Provide input or influence staff on vendor selection



RFP Process – Commissioners role?

Can do:

- Discuss in Open Meeting and/or subcommittee
- Respond to open RFI
- Propose questions to active RFP
- Provide vendor contact info for courtesy notice mailing
- Assist with the outreach efforts (ex: share CHSWC webpage)



What can be discussed?

- Legislative mandate
- General scope
- Goals
- Key objectives
- Research methodologies
- Research questions
- Target population
 - Demographics
 - Geography
 - Occupations
- Budget
- Completion date
- Solicitation options



Why use a subcommittee?

- Advisory body
- Bagley-Keene Act allows fully-remote participation
- Less formal – cannot take actions (voting)
- Select commissioners by expertise and/or interest
- Meetings are singularly focused
- Allows more time for discussions
- Invite subject matter experts
- Offer more time for public input



Questions?

