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**Document Scope:** (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
  - X - The requirements herein apply, verbatim, to GCBH and its network providers<sup>2</sup>.
  - The requirements herein apply both to GCBH and its network providers<sup>2</sup>. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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**PURPOSE:** To define the process for responding to Requests for Proposals (RFP's) for which the Regional Support Network must be the bidder.

**DEFINITIONS**

I. None

**POLICY**

- A. In response to any potential service delivery or demonstration Request for Proposal (RFP) or Request for Qualifications (RFQ) which specifies that the respondent must be a Regional Support Network member, GCBH employs a process designed to afford its network providers equitable access to the opportunity represented by the RFP.
- B. It is the intent of GCBH to make this selection process timely in order to maximize the potential success of the RSN and its partners. To the extent possible this process will occur prior to actual release of the RFP or RFQ.

**PROCEDURE**

- 1. When GCBH becomes aware of the potential or actual release of an RFP or RFQ, the Contracts Coordinator notifies the network providers, provides them with all information received by GCBH regarding RFP or RFQ requirements, establishes a deadline for receipt of provider responses to the RFP, and receives the responses from network providers.
  - 1.1. Provider submissions must be outlined and/or formatted and include all information per RFP/RFQ instructions.
- 2. The GCBH Executive Director, or his/her designee, will convene an ad hoc work group to review and evaluate Provider submissions.
  - 2.1. The work group will establish criteria by which to evaluate and prioritize Provider submissions.
  - 2.2. Based on its review, the work group will make its recommendation(s) to the GCBH Board of Directors (BOD).
- 3. GCBH will respond to the RFP/RFQ on behalf of the selected Providers, as approved by the BOD.

- 3.1. In the event the RFP/RFQ is due before the next scheduled Board meeting, the work group's recommended proposal will be submitted to the MHD for consideration pending BOD approval. Once the Board meets they will either: 1) approve the recommendation, at which time MHD, and the affected provider(s), will be notified; or 2) deny the recommendation, at which time MHD, and the affected provider(s), will be notified and the proposal will be withdrawn.

**APPROVAL**

/s/ William Wilson

William Wilson, DrPH  
Director

10/02/08

DATE