



Mill Levy Advisory Council, BCHHS
Monday, January 30, 2023
5:00p.m. to 7:30 p.m.

Meeting Minutes

Advisory Council Members in Attendance: Andy Minden, Annette Treufeldt-Frank, Deana Cairo, Heidi Que, Robert Enderson, Timothy Maxwell, Jolie Bernstein, Teresa Greene

Absent: Jennifer Geiger, Anita Speirs

Boulder County Employees: Rebecca Seiden, IDD Mill Levy Program Coordinator

Call to Order

Meeting was called to order at 5:12 p.m. by Acting Chair, Annette Treufeldt-Frank. Meeting was held through Microsoft Teams and in person at 1333 Norton Conference Room at 1333 Norton Conference Room at 1333 Iris, Boulder in the Workforce Center.

Approval of Minutes

Andy Minden made a motion to approve December 2022 minutes with change in number of employees for ACL. Annette Treufeldt-Frank seconded. Minutes approved unanimously.

Reminder: Minutes are Teams Files.

Imagine! Update-Kathryn Arbour

Imagine! is making great headway with Case Management Redesign. We are collaborating with ACMI which is the single entry point, provider contractor for the waivers that are not ID related in order to be presenting solutions and our proposal to be the case management agency. ACMI has decades of expertise and Imagine! is lucky to have them as a partner. A couple of details about the RFP. They did allow for a question period after the release of the RFP as is typical. They released all the questions with responses. There are about 60 pages of questions and responses covering lots of topics. Imagine! asked the question califying the conflict free status date that must be achieved. Because Imagine! has case management as well as direc services full separation does not have to be accomplished until whatever date we are assigned for the transition for the execution of the contract. HCPF will do it in three different transition phases. The earliest one will begin in November of this year, then at the beginning of 2024 and last one will be accomplished by June 30, 2024. We do not know what transition will look like at this point and will have some input into that. They will also base decisions on need and what they perceive to be readiness of whoever is awarded the CMA contract. HCPF is designing a case management system. They are aiming for training to begin in over the next few weeks. All of our

employees are signing up. Our IT expert is also looking deeply at the system to see if Imagine! will have to create a complimentary system as in electronic health record because the expectation is that will serve as the only electronic health record but clearly we have some work to do to figure that out.

We had the opportunity to get a planning grant from AmeriCorps. We have made the decision to postpone applying for an operational grant at this time. There are just too many things going on for Imagine! to realistically stand up a whole new program and do the kind of recruiting that would be necessary. We will have the opportunity to apply over the next three years if we choose to do so.

As far as our PASA goes I had shared that we had done some restructuring and we created a Chief Services Officer role that Laurel Rochester had stepped into. We knew at the time that it would not be a permanent role for her. Laurel has informed us that she will be transitioning out of Imagine! to be home full time for awhile. It is a hard decision to accept but we support Laurel and her family. We have posted the Chief Services Officer Position.

J. Bernstein-When is the next cycle for AmeriCorps?

Kathryn Arbour-They offer two different cycles every year. One is their major one which usually happens in February and then they offer a sort of offshoot of a cycle because some businesses operate on a different kind of calendar year. Because they do it this way every year they told us we could delay up to three years without having to do any application.

A Treufeldt-Frank-Is there someone we could submit questions to from our Housing Sub-Committee?

Kathryn Arbour-You can submit questions and I would be happy to farm them out to the right people.

Seiden-Please submit to me and I will submit to Kathryn.

A Treufeldt-Frank-The split that is happening between the PASA and CCB? Are you still just named what your named until the split happens and then you might change your name?

Kathryn Arbour-The name Imagine! will stay with the PASA. The board has already made that decision. Right now we are calling the other entity A and I. It is for Access and Independence as well as ACMI and Imagine!. It will be a DBA. To make it clear Imagine!'s interests are separating with the name into the PASA and the case management expertise is separating out to join with ACMI's expertise.

Presentation by Rory Thomes, Community Investment Manager
Questions around Procurement Processes and Differences between RFP and RFA



Boulder County Procurement Processes

Rory Trujillo Thomes
Community Investments Manager
Boulder County Housing and Human Services

Agenda

- Boulder County Policies and Procedures
- Request for Application (RFA) vs. Request for Proposal (RFP)
- Information Needed to Initiate Funding Requests (RFP or RFA)
- Q+A

HHS Purchasing Guidelines for Goods and Services

Purchase Total	Quote Requirements
< \$10,000	Quotes not required, but costs should be reasonable and competitive.
\$10,000 - \$49,999	3 written quotes or bid waiver
≥ \$50,000	Formal bid process (RFP, SOQ) or bid waiver

Request for Proposal vs. Request for Application

Request for Application (RFA)

- Request for Application: Identifies a more narrowly defined area for which one or more agencies have set aside funds for awarding grants. Usually has a single receipt date specified within the RFA.
- A request for application is commonly associated with government agencies and non-profit institutions, as these organizations are more likely than non-governmental agencies to release money in the form of grants. For example, a government agency has earmarked funding for research on green energy. It releases an RFA indicating the guidelines and limitations of the project, how much money is available, and the scope of the project (in this case, green energy).
- A request for proposal (RFP) is a project announcement posted publicly by an organization indicating that bids for contractors to complete the project are sought.
- The RFP defines the project, for the company that issues it as well as the companies that respond to it.
- The RFP describes the project, its goals, and the organization that is sponsoring it and outlines the bidding process and contract terms.
- RFPs are used by most government agencies and many private companies and organizations.
- The alternative is a less formal process that may fail to identify the best vendor and the best plan for accomplishing a project.

Request for Proposal (RFP)

- Request for Proposal: Solicits contract proposals. An RFP usually has one receipt date, as specified in RFP solicitation.
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Summary

- An RFP solicits bids for contracts while an RFA solicits proposals for grants. Most grants go to nonprofit organizations. Rarely does funding go to applicants who submit unsolicited proposals (i.e., proposals that do not respond to a specific RFP or RFA).
- Logistics:
 - In Boulder County, RFP's go through our purchasing department.
 - RFA's go through program area

Information Needed to Initiate Request for Funding

To initiate process

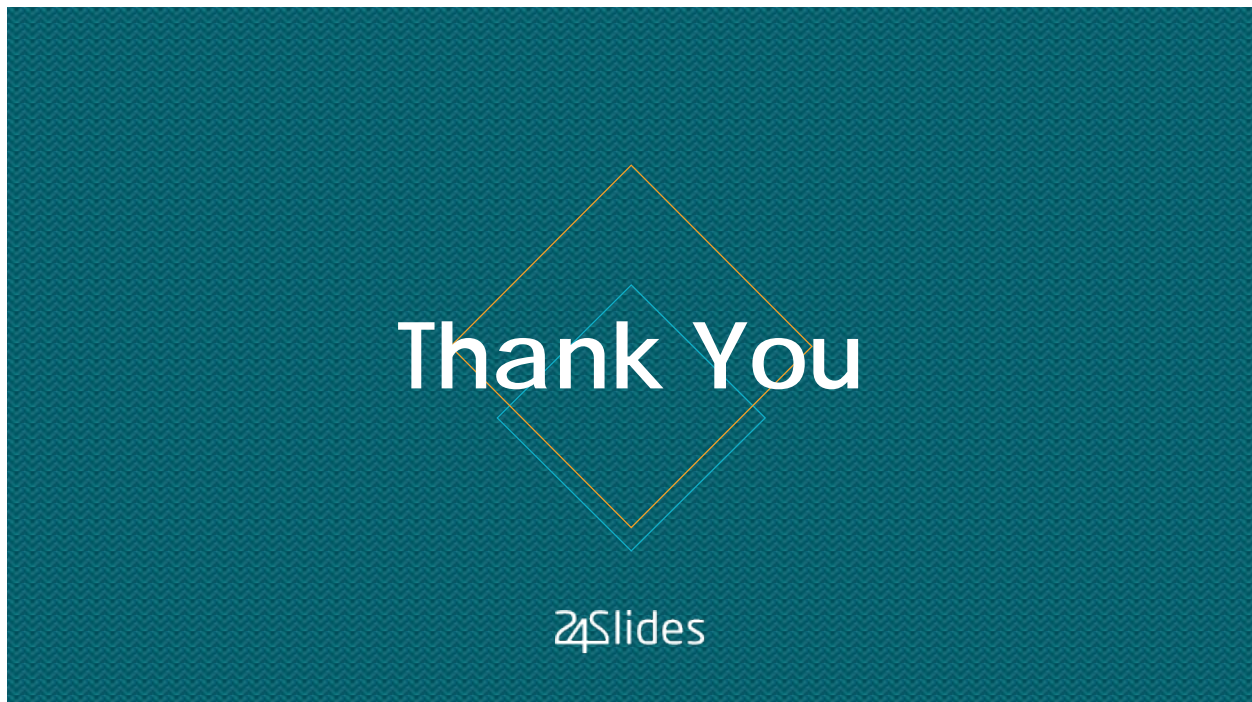
- The formal bid procedure shall be used to request exact price quotations, or in the case of an RFP (request for proposal), proposals, from vendors in an open and competitive manner when the cost of the goods or services exceeds \$50,000.
- The user Department/Office shall supply Purchasing with the following information (where applicable) to be included in the bid or RFP:
 - Specifications, scope of work, or project description
 - time schedule for project services and a deadline for selection if applicable
 - vendors list (if applicable)
 - any special expertise or unusual services required
 - selection criteria/evaluation team
 - request for specific qualifications
 - request for relevant experience and references
 - request for project work schedule (including man hour allocations)
 - request for resumes of assigned personnel
 - a request for a fee schedule of hourly rates
 - any additional information pertinent to the bid or RFP
 - necessity of a pre bid conference or walk through

Evaluation Matrix and Committee

- What criteria would you like to assess applications against?
- Is there a score threshold you would like people to reach in order to be considered for funding.
- Who is on your review committee? How will you address any conflict of interest?

Contract

- Once an organization or organizations are selected, Boulder County will need the following information to proceed with drafting a contract:
 - Organization Contact Information, including address, signatory name/title/email, etc.
 - Contract Terms:
 - Timeframe
 - Funding Amount (including a detailed budget)
 - Scope of Work
 - Project Requirements in terms of deliverables, outcomes, etc.
 - Data/Reporting Requirements



Everything has to go through a clear process when there is any purchase of any kind of good or services. Initial conversation is total amount like threshold. Depending on threshold we have different processes. We have to have a quote for anything under \$10,000 and between \$10,000 and \$49,999 we have to have three quotes or a bid waiver and bid waivers are kind of moving into a place where we have pretty good justification for why we are choosing to use a bid waiver. Anything over \$50,000 has to go through a formal bid process, which would be an RFP or RFA. We are not really not supposed to be using the bid waiver/SOQL (Statement of Qualifications) process unless it's an emergency.

What is difference between an RFA and an RFP. A Request for Application is really that we are asking people to apply to a general kind of funding purpose. This is best used when thinking about awarding grants and for scopes of work that are pretty broad. So an example of that is I use this for the funding that I am responsible for which is the Human Services safety net funding. This is intended to be used for nonprofit agencies within the County that provide a social safety net that really aligns with the services and programs that the county offers. Because that is pretty broad we fund anything from a mental health service to food banks to our family resource centers. Our homeless shelters are really broad set of funding and for that purpose an RFA actually fits best because we don't have to go and drill down to a very specific scope of work. We can say we are looking for any application that fits these defined parameters and it would list those out and allows for us to only have one application rather than four separate applications for really specific services. This allows us to be really broad. Our RFPs are really similar but they do generally have a more specifically defined scope of work. For example the Systems Navigation position for IDD, BI, and Autism. For an RFP we would be thinking about what are the broad brush of scope of work that would be willing to define that would be within the RFP and allow people to apply with the programs and services that they are offering at that time rather than confining themselves to our programs and services as we are defining them. The two are very similar. They go through the same process or a similar process in terms of having an application of a defined return date time. Having them submit all the information we would need in order to make an assessment based off of what we determine to be or you determine to be the qualification. Would include the funding source, the program and services you are looking to fund. One solicits for a specific contract and the other one is looking for proposals and the other part to an RFA is no a guarantee of funds going out. RFA allows us to be way more broad. All RFPs within Boulder County go through our procurement or our purchasing department and so we give them everything including here is what the application looks like and here are the people who we want to send this RFP to and this is where we want it to be posted and then they gather everything and then send it back to us once the process has been closed. This keeps the RFP neat and tidy and does not allow conflict of interest to creep in. RFAs all get managed by a program area so that means there has to be some time and energy dedicated to making sure you are compiling all the information, making sure that when information is submitted it is complete.

A lot of this is really figuring out what is the amount of money that you have and for what purpose. Thinking about what the clear thing is that you want to fund like a very specific program and or service. RFP fits that bucket best versus a really broad unclear service. Anything over \$50,000 has to go through a competitive process in order for that to be equitably distributed to nonprofit agencies. What is timeline for application process? What does it look like to work back from having an application open for six weeks? What is the intended time frame for which you are trying to get funds out? Specific deadline? Procurement will ask for a vendor list. If you are doing an RFP that is to make sure everyone that you are looking to see applied know that the funding is open and available. They will post it on our RFA/RFP website. Specific qualifications that an organization must have? Do they need to have a 501C? Non religious organization. That is all dependent upon the funding type. We want to understand what the criteria for evaluation will be and who is going to be on that evaluation team? Is it a one year funding process or multi-year? Is there a specific fee schedule? Creating a matrix and developing the Committee to evaluate the application. Might be questions around conflict of interest. Once selected how are they going to submit data and what kind of data? Once organization is selected or multiple organizations are selected there is a lot of information we need to get a contract executed for.

Question-What is the role of the IDD Advisory Council versus County Staff?

Rory T.-That is dependent upon what you feel comfortable with. The funding that I am responsible for managing is very similar in that it has pretty clear and concise language about how it can be used and for what organizations can access that funding. We don't have an advisory committee. So we have staff that has programmatic knowledge but not contract knowledge. The matrix was developed by our internal teams and I think the Advisory Council could definitely operate in the same way. Your evaluation matrix is heavily aligned to the application.

Seiden-Sara and I have sent an email to the County Attorney to ask about having more involvement from the Council in the RFT and RFA process. We have heard loud and clear that the Council wants to be more involved with that process.

Question-You started presentation talking about funds being given out over \$50,000 requiring the RFP or the RFA process. Does that apply to all mill levy funds, or is that just what's being apportioned as unallocated? And how is that determined? Is that a Commissioner level determination, or what's the process there?

Rory T.-That is for any funding. Any funding from any source of any kind. Our procurement processes are pretty strict and I think a lot of that is just related to us being a government entity that we have to be very clear and kind of have everything be above board. And that threshold is pretty low in terms of being able to distribute any type of fund. An example of that is we couldn't even go out and purchase computers if it was over \$50,000 we would need to do an RFP and the same for toilets. This is the main way that we ensure that we are not just funding our friend's friends and to keep everything above board. It is not just explicit to Mill Levy funding but to all funding. This puts us at a limitation when it comes to processes and that is why things take a longer time when we do RFPs and RFAs. When we make something public we can't talk about it anymore. That is another way of reducing some of that potential for bias. With an RFP it goes to procurement. When it is an RFA our names are all over it and we get questions.

Question-Once the process is completed and funds, an RFP or a vendor is determined is that information published or where does that become available, what's the process there?

Rory T.-It is up to what the funding source wants to do. We wait until all the contracts are done and then we will put it on our website. That would be up to the Council to decide what way they want to make funds and organizations to be announced publicly.

Sara B.-I wanted to add that we definitely want to add more to our external facing website around what the Mill Levy is doing with funding, data we are collecting, better connecting with the community. This is another area which we are working on. That is where we are doing concurrent work trying to initiate RFPs and RFAs. What are some of the priority areas that you want to see for services expansion in the community and we are concurrently working with our finance committee to look at unallocated funds for the current contract year and the fund balance. What are our long term investments, two and five

years. The contracts are good for five years and then there is an annual renewal of that contract and then it goes to RFP every five years. That is how community contracts are done. The IDD contracts would line up with that.

Question-When you say contracts go out for five years with an annual review process could you say a little bit more about what that annual review process is and the purpose of?

Rory T.-It is an annual renewal process. It is not a review but a renew. Part of that is when most of our contracts we meet annually or we will review data points or we will come back and forth and have conversations about what the scope is and reflect on the work that is being done. We have a master contract for five years. That locks in insurance requirements and the general idea of what the contract is. Then we have annual task orders that will expire from start of calendar, January 1 and expire December 31st. That allows us to renegotiate things along the way. For anyone who has gotten funding from us in the past, it is when we can say we have enough money to give a 3% increase and so we will change the budget and allow them for some adjustments. It is also where we see a lot of change in terms of basic data collection. We can align the data to the priorities. That is what is happening yearly but falls under the broader umbrella contract that is valid for 5 years.

Seiden-Our data specialist and I met recently and updated our data templates to bring more consistency to them but also to add more data into it that we wanted to collect.

Sara B-It is how we have really been approaching all of the IDD Contracts since we took over the oversight of the mill levy. We meet and we go program by program with Imagine!. We are trying to collect more data and get more clarity around all the IDD contracts as we work towards more funding.

Report Outs

Housing

Annette TF.-We have 5 items that the Housing Committee would like to put before the whole Council.

- Boulder County adopt a goal of Affordable Housing for the IDD, Autism, and Brain Injury population of 3%.
- RFP for a Housing Navigator and a Housing Specialist Position
- We are working on a physical map that puts all the affordable housing in one place with a link back to whoever is in charge of that particular property. Then populating with other statistics.
- Housing Symposium-one for stakeholders and one for builders, developers, funders and policymakers

We are also going to bring forth what kinds of things we would like to see in a housing community, specific project. Instead of trying to bring the whole project together to the County saying this is the community we would like. It would be up to County to see what it takes to make happen.

Seiden-How did you come up with the 3%? I think it will be important to show how we came up with that recommendation before we move forward on recommendation. I think when I have researched percentages it has been more like 5%. We need solid evidence behind what we are asking for.

Sara B.-Some of these populations will overlap. There will be seniors eligible for senior housing that are ID or have a Brain Injury or Autism Spectrum diagnosis. Getting some data will be important.

Andy M.-One of the struggles we have had for housing is that there may be some long term bigger numbers that are appropriate for housing. For START there was an initial investment of \$100,000 for an expert to come in that has the potential to lead into taking action of a much larger capacity. None of us on the Council are real estate development and we don't know of projects that have been demonstrated in other places or here. So if there was a way that we could as an additional maybe thing that you developed is the idea of bringing in some for of a consultant, expert or whatever that has been through and understands what the options that are available that could be done that could then develop. We have done this analysis and we think the best thing would be this investment. The need for housing is going to be large and it does not all need to be on the County but we need a leader on this. So would be like an RFP or an RFA for someone to come in and consult like we did for the START program.

Seiden R-Someone who comes to mind might be Desiree Kameka. We went to New Hampshire for START so we do not need to have someone local. We need someone with the expertise to address what the needs and the opportunities are and then to develop concrete proposals. Sara and I are setting up a meeting with Susana Lopez-Baker Deputy Director of Housing to discuss this.

Boylan, S-Under the Deputy Director is now Bill Cole. These are both new positions and they are positioned to help with this particular area with the Council. They can help with the ideas that the Council has and Norrie Boyd is the Executive Director of the Boulder County Housing Authority and that is the development bricks and mortar. That is the entity that develops the Boulder County housing. We now have more structure and administrative support to work on Housing. So we think we have some good expertise now to make progress in Housing. I think Andy is right and we could use some external expertise around this for ID, ASD, BI specifically. We can make some progress on actualizing some of the ideas of the Council.

Boylan, S-Recommendations come to Housing and Human Services and HHS is in contact with the Commissioners. The recommendations don't actually go in front of the Commissioners in a formal hearing but they come through HHS and then the Commissioners are brought up to speed and weigh in on it.

Increase Social Activities and Recreation Sub-Committee

We were looking at the Denver Mill Levy and what they have done in their IDDEAS program. They had allocated a pot of money to allow grants to be made to organizations that provide activities that individuals want to do. It wasn't just an individual but groups of a moderate size to join a particular camp or a particular group. An example would be a cooking class or lessons to people with IDD. They hired a company called Point B to manage these funds. Point B makes recommendations about who should receive funding and then at point B coordinates the administration of funds. Includes reporting by the grant recipient, make sure that the money is being used for the things that are allocated. It has to primarily benefit citizens of Denver with ID but it does not have to solely benefit Denver but has to

principally be residents of Denver. They obtained the contract through an RFP. What they do is effectively solicit applications for this money through almost like an RFA process. They have a total pot of money of \$600,000. The cost of them administering this is \$120,000. They gave us a general overview of everything worked. Denver's money for Point B is coming out of a separate funding than Denver Mill Levy. If Boulder had a lesser amount of funding then the amount paid to Point B would be less. If we were to hire an agency to manage this then it would most likely be an RFP. Some of the benefits of Point B is they run the entire program. They get the applications out which are very disability friendly. They administer the money. They also set up an Advisory Council of persons with lived experience that decide on the applications. Could the County administer the program? It might be that we do not have the staff to manage it and Point B might be more efficient and get things going faster. Does the County have the capacity for this? Could a part time position be hired. The attractive thing about going with Point B is having a council who more closely represent the ID community. May be a conflict of interest with the County. Deana commented that she thinks it is way more appropriate for people with ID and people in the community who interact with people with ID make decisions. Sounds like they have a lot of philanthropic experience and know how grants are worded, what kinds of thing in terms of reporting and they can guide some of those decisions. Seiden suggested that the next time the committee meets they look at pros and cons of having Point B doing it and the County doing it. Then recommend which way you want to go.

Mental Health Sub-Committee

CCHA is looking at funding to bring Dr David Hatfield's training on how to work with persons with IDD for providers of Mental Health services. CCHA will be hopefully using Boulder County as a pilot and will be paying for the actual training. Boulder County would like to look at how to incentivize the training. Much of the concept of this training is to allow more knowledge to be presented to our providers so that we could possibly increase our providers within Boulder County to work with people with IDD, Autism, and BI.. We have a lack of therapists and psychiatrists here in Boulder County. Training has been done in RAE 1 and we are waiting for some feedback from those trainings.

Brainstorming Ideas on Direct Services RFP/RFA

Access to Assessments for Eligibility

Clarification about when school district weighs in on Assessments

Additional Supported Employment

Gap funding for services to fund services while waiting for Medicaid

What to do in IDD World this weekend

Navigate resources

Gap for Housing

Augment Supported Community Connections

Training PASAs on how to work with persons just out of criminal justice system

Transportation

Respite

Camps cannot be reimbursed after you register

Jills in Denver overnight respite-How about an Adult Respite

Rep Payees

EXPAND opportunities County-wide

Adjournment

Meeting was adjourned at 7:31 p.m. by Rebecca Seiden, Staff Liaison

Submitted by Rebecca Seiden, Staff Liaison