

Decision Process/ Criteria for Supplemental/Targeted RFP's & for Emergency/Emergent Funding

SPECIAL MH & SA Advisory Committee Retreat

August 7, 2018- draft/ **UPDATED 5/12/2022**

1. Supplemental Funding-(additional or new)
2. Emergency Funding
3. Emergent Funding

Decision-making processes for supplemental funding: Should the decision-making process for supplemental funds be the same as the decision-making process for regular funds? Should supplemental funds be targeted differently than regular funds?

Decision-making processes for emergency funding: Should the decision-making process for emergency funds be the same as the decision-making process for regular funds? Criteria for emergency funding?

Decision-making processes for emergent funding: Should the decision-making process for emergent funds be the same as the decision-making process for regular funds? Criteria for emergent funding?

- **Process for Supplemental RFP:**

- The Committee may initiate a Supplemental RFP because additional 1/10th funding is available. *There is not a set amount or a certain percentage of additional 1/10th of 1% funding in the budget that will bring this issue forward.*
- A Supplemental RFP will be decided on a case by case basis.
- The process to put out a Supplemental RFP is the same process as when putting out a regular RFP.
 - Advertise the RFP publically in the newspaper of record and on the Jefferson County Courthouse website with a due date.
 - Convene an RFP Panel of the Committee to interview the Vendors, to rank the proposals, (with prospective funding amounts) and bring those recommendations forward to the full Committee for discussion and approval.

- **Process for Targeted RFPs:**

- The Committee may initiate a Targeted RFP because of an emergent need in our community.
- A Targeted RFP will be decided on a case by case basis.
- The process to put out a Targeted RFP is the same process as when putting out a regular RFP.
 - Advertise the RFP publically in the newspaper of record and on the Jefferson County Courthouse website with a due date.
 - Convene an RFP Panel of the Committee to interview the Vendors, to rank the proposals, (with prospective funding amounts) and bring those recommendations forward to the full Committee for discussion and approval.

- **Criteria for Emergency Funding:**

- An RFP is not needed by the nature of the need.
- It could be a Community or a Vendor emergency.
- The Committee would have an unscheduled emergency meeting to take action.
- A Community member or Vendor would come to the Emergency Committee meeting and request funding.
- The Committee can decide to provide funding immediately.
- The Committee voted to set aside a permanent amount of \$50,000 in the 1/10th of 1% budget for emergency funding.

- **Criteria for Emergent Funding:**

- A Vendor is operating but their funding stream stops **and/or an emergent circumstance around staffing occurs.**
- The Vendor then comes to a regular Committee meeting to request funding.
- The Committee can decide if they want to provide funding immediately or if they need additional information before making a decision.
- If contracted services, (approved by the Committee) cannot be provided by the Vendor, Staff has an obligation to bring forward project ideas to the Committee to replace the needed services.