



AGENDA ITEM: 16-11

DATE OF MEETING: March 9, 2016

ACTION:

INFORMATION:

**ADOPTING REVISIONS TO THE POLICY ON ACCEPTING AND RESPONDING TO UNSOLICITED PROPOSALS**

**SUMMARY OF REQUEST**

Staff requests that the Commission revise the referenced policy to amend the effective date of the policy on accepting and responding to unsolicited proposals from July 1, 2016 to January 13, 2016 (date of Commission approval).

**BACKGROUND**

September 9, 2015: Staff presented a summary regarding the increased number of proposals received outside of a Commission issued competitive procurement. Staff informed the Commission that development of a policy and guidelines for responding to such requests were in progress and would include the following criteria:

1. Promote transparency and accountability regarding local use of Proposition 10 funding.
2. Assure fair and consistent management of unsolicited requests.
3. Provide an avenue for receiving innovative solutions to address strategies included in the Commission’s strategic plan.
4. Maximize opportunities to use savings from underspent projects to invest in one time solutions designed to accomplish identified goals.

January 2014 - October 2015: During this time frame the Commission has funded the following unsolicited Proposals totaling \$3,203,830:

1. Riverside County Regional Medical Center – Baby Friendly Hospital Support (\$130,550)
2. Riverside County Economic Development Agency – Mead Valley Child Care Center Project (\$763,685)
3. Loma Linda University Research Affairs – Autism Assessment Center Start Up (\$300,000)
4. Hemet Unified School District – Valle Vista Annex Preschool Expansion (\$1,461,595)

5. County of Riverside, Department of Public Health – Water Safety Program (\$198,000)
6. Family Services Association – Child Care Center Expansion (\$175,000)
7. YMCA of Riverside County – Drowning Prevention/Water Safety Program (\$175,000)

January 13, 2016: The Commission adopted staff recommendation and approved the Unsolicited Proposals Policy and Guidelines effective July 1, 2016 (action item 16-03).

### **RECOMMENDED ACTION**

That the Commission:

1. Adopt the revised effective date to the policy as indicated in the attached (January 13, 2016)
2. Authorize the Executive Director or designee to take the necessary actions to implement the policy for requests not previously approved by the Commission, effective January 13, 2016 without requiring further action of the Commission.

### **BUDGET IMPACT**

Not applicable.

### **STRATEGIC PLAN RELEVANCE**

Not applicable.

### **POTENTIAL CONFLICTS OF INTEREST**

None known.

### **ATTACHMENTS**

1. Unsolicited Proposal Policy and Guidelines

**SUBJECT:** Unsolicited Proposals

**POLICY NUMBER:** TBD

**COMMISSION ACTION REF:** 16-03/16-11

**EFFECTIVE DATE:** January 13, 2016

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**PURPOSE:** The aim of this policy is to provide a transparent and consistent assessment process to fairly consider requests.

First 5 Riverside is committed to implementing a clear policy and structure for consideration of unsolicited proposals associated with service or project delivery. This policy establishes standard guidelines for responding to requests for funding not associated with Commission issued procurements.

**SCOPE:** Applies to all unsolicited funding requests to implement services or projects regardless of the source.

**POLICY:** This section of the policy provides a summary of criteria for responding to requests for funding not solicited by the Commission. The Commission will accept for consideration unsolicited requests that meet all the following criteria:

The proposal:

1. is unique or innovative and cannot be reasonably delivered by another proponent or achieve the same outcome through a previously offered or planned competitive process within the current strategic plan period;
2. aligns with the Commission's strategic objectives and/or priorities;
3. meets a demonstrated need as supported by relevant research or published needs assessments; and
4. is financially, economically, socially, and technically feasible.

**DEFINITIONS AND CLARIFICATIONS:**

**Unsolicited Proposal:** An unsolicited proposal is initiated by a single or collaborative consisting of private, government or private sector agencies. The request encompasses deliverable outcomes that are desirable to the Commission and not suitable to process through a current or planned standard competitive procurement process. The request may take the form of

financial support, or other forms of support such as in-kind (not involving a physical outlay of cash) or the provision of Commission owned assets/resources.

**Unique and Innovative:** The proposal demonstrates unique benefits and a clear ability to deliver the services or project defined. There may be aspects of the request that may not stand out as unique, but when combined create a unique proposal.

The proposal must describe how its scope is differentiated from other Commission competitive offerings. Factors to be considered include whether:

1. the proposed service or project can be delivered by competitors;
2. the proposal contains aspects that would limit the Commission from contracting with other parties;
3. the proposing agency has a unique ability to deliver a strategic outcome that is associated with the Commission's strategic plan.

**Alignment with Strategic Objectives and Priorities:** Demonstrates the ability to deliver on Commission strategic objectives and is consistent with priorities as defined in the Commission's Strategic Plan. To be considered for funding, the proposal must be consistent with Commission policy, governing regulations and applicable laws.

**Demonstrated Need:** An assessment panel consisting of no more than a quorum of the Commission's Advisory Committee and/or other stakeholders selected by the Commission Executive Director or designee will consider whether there is a demonstrated need consistent with the strategic objectives and priorities identified in the Commission's Strategic Plan.

**Financially, Economically, Socially, and Technically Feasible:** Designated Commission staff will determine whether funding is available and the proposed budget aligns with the services or project described. The assessment panel will consider whether:

1. the proposed delivery model including planning, design, and operation is feasible
2. the experience of the implementing agency provides reasonable assurance of its ability to deliver desired outcomes within the proposed timeline and that the timeline itself is realistic.

Proposals deemed acceptable will be processed in accordance with established Commission Contracting and Procurement policy.