

## **Solicitation Approval Information Technology Procurement Consulting Firm**

**Purpose:** The Exchange Level I Grant application provides for the acquisition of a consulting firm who will develop, under the direction of the Exchange, the solicitation document necessary to procure the services required to develop, implement, and operate certain functions of the Exchange.

The consulting firm will have primary responsibility for drafting the solicitation document in a timely manner. The consulting firm will work with a variety of entities including the Exchange, the Office of Systems Integration (OSI), the Department of Health Care Services and the Managed Risk Medical Insurance Board and other stakeholders to obtain input for the solicitation document. The consulting firm will be expected to provide advice and recommendations on issues of acquisition strategy, vendor roles and responsibilities and related matters requiring senior level expertise in procurement, government health and human services programs and operations, and related areas.

Major performance milestones for the consulting firm include:

- Complete draft of the solicitation document ready for publication on the Exchange website in November 2011.
- Finalize and publish the solicitation document for the December 20, 2011 Health Benefit Exchange Board meeting.
- Release of solicitation document by December 31, 2011.

**Procurement Strategy:** Under the Exchange's enabling legislation, the Exchange is exempt from the normal processes for procurement of a consulting firm. However, the Health Benefit Exchange IT Support (HBEx ITS) Project, which is managed by the OSI, will use the Department of General Services' California Multiple Award Schedules (CMAS) process as a model for this procurement. Using CMAS, the Exchange can enter into contracts up through \$500,000 for IT consulting services. This process offers a wide variety of information technology products and services at prices which have been assessed to be fair, reasonable and competitive.

**Budgeted Cost:** For the aforementioned consulting services, the HBEx ITS Project anticipates expending approximately \$493,740 of the total \$993,300 in the Level I Grant budget for Phase 2 Consultant Support for Acquisition Services.

**Board Action Required:** The HBEx-ITS Project is requesting approval of the CMAS procurement strategy to acquire a private sector consulting firm who will develop the solicitation documents necessary to procure the services required to develop, implement, and operate certain functions of the Exchange. A recommendation of award will be brought before the Board for approval at the October 21, 2011 meeting.

## **Solicitation Approval Information Technology Procurement Consulting Firm**

**Sample Motion:** “The Board moves to approve the HBEx-ITS Project’s procurement strategy, using CMAS, to select a private sector consulting firm who will develop the solicitation documents necessary to procure the services required to develop, implement, and operate certain functions of the Exchange.”