

Policy Committee
600 Washington Street, Boston, MA 02111
December 3, 2020
11:00 AM -12:30 PM
Minutes

Attended: Naomi Goldberg, Inez Canada, Sarah Wiles, James Carnazza, Kevin Goodwin, Olympia Stroud, Kris Callahan, and Bill Noone. This meeting was held virtually via Zoom.

Procurement

Jennifer O’Callaghan, Director of Procurement and Operations and Adam Garber, Northern District Director provided a detailed explanation of the procurement process.

In order for MRC to purchase any good or service, the vendor selling the product or service must be on the state contract. MRC has contracts with various entities from whom they purchase goods and services. If they find they need a good or service that they do not typically use, they can potentially work with another agency that contracts with a vendor that does provide that good or service. They would review their Master Service Agreements and Statements of Work to ensure that it is possible. It was discussed that when there does not appear to be a vendor to match a service, that searching broadly on COMMBUYS, the state’s online procurement platform, might yield the best result. If the bidding process is open, it is possible to add a vendor. If the bidding process is not open it cannot be done.

All contracts last a particular length of time (maximum 7-10 years) before there is a requirement to re-enter into a contract. Typically, vendors are notified in advance that this must be done but often vendors do not realize that the agreement must be renewed.

The procurement timeframe is approximately 45 days. Health and safety related issues may be addressed sooner through temporary agreements, however if the service will be long lasting the vendor must go through the RFR process. There are two categories for vendors. Those are eligible and approved for use but not currently under contract and those that are under current contract to provide goods and services.

Most of the dollars spent are for CIES vendors including those that provide Pre-Ets services. There is a quarterly contract review process that serves to evaluate satisfaction within area offices. Contracts are written in specific ways to ensure that the services can be measured. Dollars can be moved around based on performance.

The Business Improvement Partners provide guidance on what services are needed. It is most often possible to find coverage for services through the statewide contract or contracts that are held by other agencies. The MRC Procurement Team is prohibited from contacting vendors or applicants. The Office of Supplier Diversity/COMMBUYS hold regular workshops on going through the procurement process. They are mostly non-competitive bids w/ rolling submission processes.

Fair Hearings

Per federal regulation, the SRC should be receiving information about fair hearing decisions. Additionally, the SRC should be assisting MRC in their efforts to find qualified hearing officers.

MRC has acknowledged the obligation to share this information, but we have not yet agreed on how exactly the information should be shared. MRC is inclined to send a summary report of decisions rather than redacting copies of decisions. The SRC obviously would like to have as much detail as possible.

Naomi reported that she reached out to several CAPs in other states to find out whether/how they receive decisions and will continue to report back.

The next meeting of the Policy Committee will be Thursday, January 7th.