

May 15, 2020 OPIOID EPIDEMIC RESPONSE ADVISORY COUNCIL

WebEx

10am-12pm

Meeting Goals

- Prepare for proposal process, including panel training

Agenda

- I. How to Participate (5 min)**
- II. Welcome (5 min)**
- III. Council member Introductions (15 min)**
- IV. Public Comment (15 min)**
- V. RFP and timeline update (15 min)**
 - a. Overview and what's coming up- Boyd
 - i. Council updates
 - b. Bidders Conference- Dwayne
 - i. Council member comments
 - ii. Questions asked by the bidders and answers
- VI. Panel process (1 hr.)**
 - a. Panel category sign-up response- top and second choice (avoid conflict of interest)
 - b. Expectations for participation
 - c. Meeting format
 - i. Time- for in-person meetings and with proposer interviews
 - d. Final Council decision process
 - i. Open meeting law
 - ii. Final meeting- schedule for July 1 or wait until July 17
 - e. training and preparation for review- Dwayne
 - i. Question consistency
 - ii. Notes and Data practices law
 - iii. Member agreement
- VII. Next Steps and Meeting Wrap up (5 min)**
 - 1. Review panel meetings – June 10-17 review meeting, proposer interviews/presentations (June 17-July 1)
 - 2. OEARAC Meeting July 17

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OPIOID COUNCIL RFP PROCESS WORK PLAN		
Task	Due Date	Person(s) Responsible
Draft pre-RFP notification for Council approval	3/24/2020	DHS Staff
Revise and Approve pre-RFP notification	3/31/2020	Opioid Council Leadership
Pre-RFP notification published	4/6/2020	DHS Staff
Draft RFP for Council approval	4/1/2020	DHS Staff
Revise and Approve RFP	4/10/2020	Opioid Council Leadership
RFP sent to State Register and DHS website for publication	4/20/2020	DHS Staff
RFP published	4/27/2020	DHS Staff
RFP Bidders Conference	5/8/2020	DHS Staff/Council Representative(s)
OERAC – Proposer Reviewer Training Meeting	5/15/2020	Full meeting
RFP Due Date	5/27/2020	DHS Staff
Proposal review panel (Council members) receive proposals for individual review and scoring	5/29/2020	Opioid Council proposal review panel members
Conduct in-person review meeting with proposal review panel	6/10/2020 – 6/17/2020	Opioid Council proposal review panel members with DHS Staff facilitating
Proposer interviews/presentations	6/17/2020 – 7/1/2020	Opioid Council proposal review panel members with DHS Staff facilitating
Final funding recommendations	7/1/2020	Opioid Council
Contract Negotiations and Contract Execution – Nonprofits	7/1/2020 – 9/15/2020	DHS Staff
Contract Negotiations and Contract Execution – Governmental entities	7/1/2020 – 10/15/2020	DHS Staff