

**Department of County Human Services  
SUN Service System  
Procurement Planning Proposal to the SUN Service System Coordinating Council  
May 4, 2007**

---

This document outlines a Department proposal to the Coordinating Council for completing the necessary planning and decision-making required to complete a competitive procurement process for the SUN Service System. The Procurement Planning and Development Timeline (May 2007) is a companion piece to this proposal.

<b>Planning Process Overview</b>
----------------------------------

County procurement of large programs or systems includes a planning process to design, review and revise the program/system to ensure that the services purchased are well defined and aligned with the County's priorities and integration efforts. Gathering input and feedback from stakeholders and the community is a key element of this process. For the SUN Service System procurement, DCHS has defined several critical elements of the System that will need to be addressed in the planning process. These include:

- System Review and Analysis
- Core Services – Definition and Prioritization
- Allocation Methodology
- Siting of Services

In order to meet the current procurement timeline, the planning process needs to commence in June 2007 and conclude by October 1, 2007.

<b>Proposal</b>
-----------------

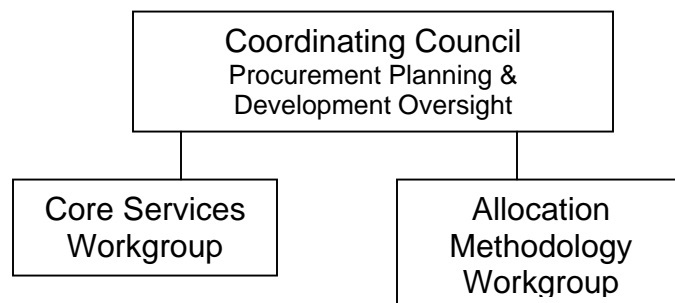
*Steering Body*

DCHS wants a core group of cross jurisdictional representatives to participate in a steering capacity for the procurement planning process – to support the process, provide input and decisions, and make final recommendations on the SUN Service System key elements listed above. Members would consist of representatives from: Multnomah County Department of County Human Services, City of Portland, School Districts and the State Department of Human Services. The SUN Service System Coordinating Council would be a natural group to act in this capacity, given its focus and scope of work. DCHS proposes, therefore, that the Coordinating Council act as the steering body for the procurement planning.

*Workgroups*

The Coordinating Council would sponsor two workgroups that will address the key elements listed above: a Core Services workgroup and an Allocation Methodology workgroup. The workgroups will be responsible for coordinating the logistics of the work and input sessions – setting the time and location, facilitating sessions with a larger

group of stakeholders, recording feedback and input, developing recommendations, and reporting back to the Coordinating Council.



### *Process & Timeline*

As reflected in the Procurement Planning Process Timeline, the process would be as follows:

- **Initial Kickoff** to engage and invite the community to participate in the process and a system review and analysis session.
- **Core Services and Allocation Methodology Workgroups** begin meeting in mid June and meet as often as needed to accomplish their work. At least once a month the workgroups would report back to the Steering Committee to share progress and solicit input and decisions.
- The work of the two workgroups happens simultaneously throughout June, July and August with a few joint meetings to ensure that each group's work is informed by the other. The Core Services and Allocation Methodology work must be completed in order for the siting of services to be addressed.
- As of September 2007, the Allocation Workgroup no longer meets as a separate workgroup and interested members join the Core Services workgroup to develop **service siting** recommendations.
- **Final recommendations are brought to the Coordinating Council** in early October for approval and then are vetted with leadership and policy bodies of the various Council member organizations, as necessary.