

PROCUREMENT POLICY  
FOR  
CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

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**Resolution No. 09-08**

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**WHEREAS**, the California Mental Health Services Authority (“CalMHSA”) will have need to procure the services of service providers;

**WHEREAS**, the policy of CalMHSA is that its procurement policies should be efficient, fair and open;

**NOW THEREFORE BE IT RESOLVED THAT:**

The Board of Directors of CalMHSA hereby adopts the following policy to govern its procurement of services.

1. Procurement of services by CalMHSA must be approved by the Board, or by a Committee of the Board to whom such authority is delegated; provided, however, that any contract for administrative or legal services shall be approved by the full Board.
2. No Board member shall vote or take part in deliberations concerning the choice of service providers if the members has a disqualifying relationship with any service provider under consideration. As used in this paragraph, disqualifying relationship refers to the positions of officer, director, employee, or volunteer.
3. Except as otherwise provided below, procurement of services shall be through a competitive process based on demonstrated competence, professional qualifications necessary to perform the services to be provided, and fair and reasonable price. While not necessarily the primary factor, price shall be an important factor in the evaluation and selection process.
4. Service expected to cost in excess of \$150,000 in any one year require the use of a Request For Proposals (RFP) process. Before release, Requests For Proposals must be approved by the Board, or by a Committee of the Board to whom such authority is delegated.
5. Non-competitive procurement of services may be approved by the Board if there has been a good faith review of available service providers and there is detailed written justification for proceeding without a competitive process, and the written justification is distributed with the agenda materials in advance of the meeting. Non-competitive procurement may be justified by factors such as a lack of qualified alternate service providers, a need for immediate action, lack of response to a RFP, the relative cost of a RFP process as compared to the amount of the contract, or the retention of a current

provider being more cost effective due to avoidance of delay and the expense of educating a new provider.

6. If State or Federal law governs the procurement of services and is in conflict with this policy, the State or Federal law shall govern.

7. The Board may make exceptions to this Policy by affirmative action to waive it.

Date Adopted: 12/10/2009

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: 16 Noes: 0 Abstains: 0 Absent: 2

[Signature]  
NAME

Secretary  
TITLE

1/14/10  
DATE