



To: Bay Area UASI Approval Authority
From: Catherine Spaulding, Assistant General Manager
Date: May 14, 2015
Re: Item 6: Proposal Process Lessons Learned

Staff Recommendation:

None – for discussion only

Action or Discussion Item:

Discussion

Discussion:

At the end of every proposal cycle, the Management Team reflects on the process in order to identify strengths, weaknesses, and areas of improvement. For the FY15 process, we have identified the following:

Strengths

- Streamlined and simplified proposal form
- Good outreach and documentation on process and requirements
- Proposal kick off meeting with Web Ex option
- Hub meetings that were facilitated by the Management Team

Weakness

- Technical failings with the Adobe Forms Central tool that was used to submit the proposal form
- Large number of proposals that needed to be resubmitted due to errors
- Lack of clarity around consensus decisions with the hub meeting “opt out” option
- Inadequate opportunity to engage the Approval Authority on important regional investments

Proposed Changes for FY16 Process

Each year the Management Team refines the proposal process in order to make it more efficient, effective, and easy to understand. The Management Team will present a draft FY16 Project Proposal Guidance document to the Approval Authority in the July meeting for review and approval. We will be including the following changes for the FY16 process:

Proposal Form

- The new WebGrants System will replace the Adobe Forms Central tool and will offer greatly increased functionality.
- The proposal form will better highlight required compliance information, such as fields for describing the nexus to terrorism and how the project benefits more than one OA.

Proposal Kick Off Meeting

- All proposers must attend the proposal kick off meeting or watch the one-hour webinar version in order to submit a proposal. This is necessary due to the switch to the new WebGrants system and the high level of errors on proposals in the past.

Management Team Compliance Review Process

- Proposals that do not meet basic compliance criteria (such as a nexus to terrorism and benefitting more than one hub) will be deemed non-compliant. Proposers will not have the opportunity to correct and resubmit in these instances.
- The Management Team will increase efforts to perform high quality financial and technical/programmatic review of proposals that do meet basic criteria.
- As long as the proposal meets the basic criteria, proposers will be provided with an opportunity to correct and resubmit when there are errors. Typical errors include issues like forgetting to add sales tax, omitting compliance requirements like performance bonds and sole sources, and errors with AEL numbers.

Hub Meetings

- All hub meetings will be facilitated by the Management Team with hub decisions finalized and documented at the end of the meeting

Regional Project Review Process

- Regional project proposals from the NCRIC, Training and Exercise Program, Public Safety Information Sharing Project, BayRICS, ABAHO/BAMPWG, and the Management Team will be proposed directly to the Approval Authority.
- All other regional proposals will be reviewed by a new work group created by the General Manager called the Regional Proposal Work Group. This Work Group will gather subject matter expert input and provide recommendations to the General Manager concerning the viability of these other regional proposals.
- The Advisory Group is no longer needed in the regional proposal review process, but it will remain intact and be convened on an as needed basis for other business purposes. Advisory Group members are welcome to join the Regional Proposal Work Group if they wish.