Message from the Contract Transformers:

In November 2009, the Iowa Department of Public Health sponsored a kaizen event to explore the current service contracting process beginning with the initiation of a competitive selection document (RFP, RFA, RFI) through the final execution of a service contract. A team of IDPH employees representing each of the divisions joined with several of our local partners, a member of the DHS Bureau of Purchased Services and a member of Minnesota Health Department. The team developed a more efficient and effective process. Implementation of this new process involves multiple steps including the deletion of identified barriers for program staff.

Send suggestions for future contract transformer newsletter topics to bbrown@idph.state.ia.us

Transform and Roll-out! Document Review

As many of you know, a group of internal and external stakeholders met for a week in November to improve the service contracting process for competitive selection documents (aka RFPs, RFAs, RFBs, and RFIs). The group mapped out the current competitive selection process, brainstormed ideas to improve the process, and developed a new and improved process. Next steps for this group include: further refining the components of the process; developing policy and procedures; identifying and securing technology needs; and training staff on the new process. IDPH staff will be notified as changes to the current process are completed.

To kick-off the roll-out of the new process, the Contract Transformers are pleased to announce that competitive selection documents (RFPs, RFAs, RFBs, and RFIs) no longer need to go through Document Review. IDPH’s contract administrators, Stacey Hewitt and John McMullen, will serve as the “document reviewer” when completing their normal job duties. To reflect the change, the Document Review Form (under My Templates in Word) has been updated.

Barriers Removed Access to I3 Activated

One barrier identified was the department’s restricted access to the state’s I3 vendor system which contains the legal names and addresses of our contractors. The committee’s recommendation was to request that the contract managers within each bureau (as a point of contact) be given access so they can verify the information at the time the contract is finalized. Access to I3 has been activated and the appropriate division/bureau contract managers will be attending a training session on December 16 or December 17.

Transformers Meeting 2010 Schedule

60 day follow-up January 8
90 day follow-up February 5
180 day follow-up May 7
1 year follow-up November 5

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