



# COUNTY OF MONTEREY HEALTH DEPARTMENT

Elsa Jimenez, Director of Health

Administration  
Behavioral Health

Clinic Services  
Emergency Medical Services  
Environmental Health/Animal Services

Public Health  
Public Administrator/Public Guardian

<b>Policy Number</b>	153
<b>Policy Title</b>	Written Notice of Reason for Decision Not to Contract
<b>References</b>	42 C.F.R. § 438.12(a) (1)
<b>Form</b>	none
<b>Effective</b>	November 1 <sup>st</sup> , 2021

## Policy

Monterey County Behavioral Health Assistant Director or Designee shall give practitioners or groups of practitioners who apply to be Monterey County Behavioral Health contract providers and with whom Monterey County Behavioral Health decides not to contract written notice of the reason for a decision not to contract. (42 C.F.R. § 438.12(a) (1).)

There are two methods for selection of contracted providers:

- (1) Bid Process
- (2) Request for Proposal Process

## Procedure

The following language shall be used in all written notices of Reason for Decision Not to Contract

- (1) If the selection method was a bid:  
***“Provider was not awarded as the bid was not “low bid”, or the bid was rejected for the following reason: \_\_\_\_\_.”***
- (2) If an RFP was used:  
***“Provider was not awarded as the submitted proposal was not considered by the evaluation team to be the ‘best value’ to the County. See point rankings per attached: \_\_\_\_\_.”***

All copies of Written Notice of Reason for Decision Not to Contract letter shall be maintained by Monterey County Behavioral Health.

A log of Written Notice of Reason for Decision Not to Contract shall be maintained by the Monterey County Behavioral Health Assistant Director or Designee shall be maintained including the following elements:

- Date of Provider Request
- Type of Request
- Name of Provider/Provider group
- Date Reviewed
- Date of Denial

- Date of Written Notification Sent
- Written Notification Author