



Department of Health Care Services  
**MEMORANDUM**

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Date: **JUN 15 2016**

To: Kevin Morrill, Chief  
Office of Medi-Cal Procurement  
1501 Capitol Avenue, MS 4200

From: Ginny Veneracion-Alunan, Chief  
Internal Audits  
1500 Capitol Avenue, MS 2001  
(916)445-0759

**Subject:** Review of the Office of Medi-Cal Procurement's Evaluation Process for Request for Proposal Denti-Cal Administrative Service Organization RFP # 13-90271- Report(16031)

On April 28, 2016, Internal Audits (IA) was asked to review the Department of Health Care Services (DHCS) Office of Medi-Cal Procurement's (OMCP) evaluation process of the proposals received for Denti-Cal Administrative Services Organization. As part of OMCP's request, IA reviewed the evaluation process, the accuracy of the proposal narrative scoring and the cost proposal scores. The evaluation was conducted in an unbiased manner and was in compliance with DHCS policies, procedures, and the criteria established in the Request for Proposal (RFP) instructions.

This was a review and was not considered an audit. Due to the special nature of this review, some of the Generally Accepted Auditing Standards and Institute of Internal Auditors' Standards may not have been followed.

Our limited review did not reveal any issues that would be considered pervasive in the evaluation and scoring of the proposal. However, certain opportunities for improvement came to IA's attention. It appears that OMCP evaluated the proposal fairly and calculated the scores accurately. The evaluation was conducted in an unbiased manner and in compliance with DHCS policies, procedures, and criteria identified in the RFP instructions.

Compliance Review

IA reviewed 100% of each compliance checklist. Proposals and related documentation were examined for content, and data was accounted for including authorized signatures. A review for completeness and required supporting data was matched to the compliance certification checklists.

Narrative Proposal Evaluation/Scoring

IA reviewed and tested the narrative evaluation and the evaluators' scoring of each proposal. IA reviewed 100% of the evaluators' scores. IA sampled 30% of the evaluators' comments and 100% of the anomaly resolution comments, notes, and scoring. In addition, there was no minority business scoring for this procurement. Narrative scores were rolled up into the final scores for each proposal.

Cost Proposal Scoring

IA reviewed and tested 100% the costs and cost scoring for each of the proposals. Cost scores were rolled up into the final scores for each proposal.

Final Score Calculation

IA reviewed and verified 100% of the final scores, reviewed OMCP's anomaly resolution comments and the Disabled Veteran Business Enterprise preferences incentive scoring.

IA concurs with the OMCP evaluation. If you have any questions, you may call me at (916) 445-0759.

cc: Karen Johnson, Chief Deputy Director  
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