

**California Dental Administrative Services Organization
Request for Proposal #13-90271**

Rating Review Committee Summary Comments

BACKGROUND

- The California Dental Administrative Services Organization (ASO) Request for Proposal #13-90271 was released on August 21, 2015.
- February 26, 2016 was the deadline to submit Narrative Proposals in response to the RFP. Two Narrative Proposals were received timely.
- Due to irregularities, the deadline to submit Cost Proposals was extended to March 15, 2016. Cost Proposals were received timely from the two entities who had previously submitted Narrative Proposals.

COMPLIANCE REVIEW OVERVIEW

- Compliance review of the two Narrative Proposals began on February 29 and concluded March 2. One minor issue was noted.

NARRATIVE PROPOSAL EVALUATION OVERVIEW

- Evaluator Orientation was held on March 3 for six Evaluators. Orientation was led by the Office of Medi-Cal Procurement's (OMCP's) Project Manager (PM) and attended by two Team Leads (TL) and an OMCP Associate Information Systems Analyst (AISA). Evaluation of Narrative Proposals by Evaluators began March 7.
- There were six Evaluators, divided into three teams. Meetings were conducted with the Evaluators, TLs and the PM to review scoring guidelines.
- Nine anomalies that existed after all comments were received were addressed to the satisfaction of procurement policy.
- The last day of Narrative Proposal evaluation was May 19, 2016.

REFERENCE CHECKS/DISABLED VETERANS BUSINESS ENTERPRISE

- Reference checks were conducted via e-mail beginning on May 11 and completed on May 23.
- Both Narrative Proposals proposed utilizing Disabled Veterans Business Enterprise (DVBE) entity/ies in excess of one-quarter of one percent (0.25%) of the contract's value.

COST PROPOSAL EVALUATION OVERVIEW

- Cost Proposals were opened on May 16 and Compliance Review was completed that same day, with no issues being noted.

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- Cost Proposal scoring was completed on May 31.

CLARIFICATION CORRESPONDENCE

- One minor issue was noted during Narrative Proposal Compliance Review. Upon notification, the Proposer submitted written clarification of the issue in a timely fashion.

ERC MEETINGS AND FOLLOW-UP ACTIVITIES

- On May 13, via email, the Executive Review Committee (ERC) provided approval to proceed to the opening of the Cost Proposals and to begin the Internal Audits review of the procurement evaluation process concurrently.
- Also, the ERC approved, on May 13, staff's recommendation to proceed to the Notice of Intent to Award once Audits and Investigations, Internal Audits, completes review of the evaluation.

INTERNAL AUDITS REVIEW AND FINDINGS

- Internal Audits (IA) began their review of the procurement on May 18 and concluded on June 15.
- There were no findings to report on the review of Evaluation activities.