



Department of Health Care Services
MEMORANDUM

DATE: February 29, 2016

TO: Evaluation Teams for the California Dental Medicaid Management Information System Fiscal Intermediary Services Request for Proposal #13-90270 and California Dental Administrative Services Organization Request for Proposal #13-90271

FROM: Kevin Morrill, Chief
Office of Medi-Cal Procurement
1501 Capitol Ave Suite 71.3041
Sacramento, CA 95814

SUBJECT: Welcome to the Request for Proposal Evaluation

Thank you for agreeing to participate in the evaluation for the California Dental Medicaid Management Information System (CD-MMIS) Fiscal Intermediary (FI) Services Request for Proposal 9RFP #13-90270 and California Dental Administrative Services Organization (ASO) RFP #13-90271.

We look forward to working with you to select two qualified Contractors to provide Dental MMIS FI services and Dental ASO services for the State of California. In this document you will find an overview of the activities in which you will be participating during the evaluation and a tentative schedule for those activities.

The Department of Health Care Services (DHCS) issued the two RFPs to interested parties on August 21, 2015. Narrative Proposals were submitted by the February 26, 2016 deadline. Cost Proposals are to be submitted by March 9, 2016.

Each evaluator will be assigned to a team to evaluate specific questions/sections of the Narrative Proposals received. Evaluations will be conducted and recorded using electronic tools. You will evaluate the same questions/sections in every proposal. Teams will be comprised of subject matter/program experts and DHCS staff with expertise in other areas of the Medi-Cal Program.

Your Team Leads will be Teri Lesh, Subran Singh and Chris Steinwert, along with Corina Winborn, a trainee, from the Office of Medi-Cal Procurement (OMCP). Jeff Seybold and Shirley Chan will be the Team Leads from Medi-

Cal Dental Services (MDSO). The Project Manager is La Vonda Williams, OMCP Deputy Chief.

Each evaluator will be required to complete the following documents and submit them to OMCP by March 2, 2016, Close of Business.

- ✓ Statement of Economic Interest (Form 700)
- ✓ Supervisor Review Transmittal (DHCS Form 9048)
- ✓ Non-Conflict of Interest Acknowledgment
- ✓ Conflict of Interest training course completion certificate (per OMCP Welcome memo) Conflict of Interest Training can be found at <http://oag.ca.gov/ethics/course>. You may complete either the interactive or non-interactive version. Print the accompanying training certificate and/or if you have completed the training within the last year, submit a copy of your certificate to OMCP.
- ✓ Security, Confidentiality, and Disclosure Agreement
- ✓ OMCP Access and Office Procedure form
- ✓ Temporary Key Card Access Request

Provided below is the tentative schedule of activities for the evaluation. We will conduct the Evaluation Orientation on March 3, 2016, starting at 1:30 a.m. in Room 71.4003. Your attendance at this Orientation is mandatory. All evaluation activities will be conducted at the OMCP suite of offices located at 1501 Capitol Ave., Suite 71.3041 in Sacramento.

March 3, 2016	1:30 pm – 2:30 pm	Proposal Evaluation Orientation Meeting. We will review the evaluation process, answer questions, and tour our site.
February 26, 2016	4:00 pm	Narrative Proposals due
February 29, 2016		Team Leads conduct Compliance Review

March 7, 2016	7:00 am	Evaluation begins with a self-read of the RFP, evaluation questions and criteria, and proposals.
March 7, 2016 until completion	7:00 am – 4:00 pm daily. Please confine your work schedule to these hours.	Evaluators conduct an independent review and scoring of proposals and attend scoring reconciliation meetings as needed for the Narrative Proposal component.

Please note that the schedule shown above is tentative and work may be completed earlier or later than indicated.

Note: 9/8/80 schedules may be accommodated. Due to the tight timeframe, however, Evaluators ordinarily are not allowed to take vacation time during procurement evaluation. We do realize that this evaluation has been scheduled to transpire over the next two months and we will try to accommodate prior time off requests.

Supplies will be provided. Phone access will be limited, but we will provide you with a number where you can be reached.

To ensure confidentiality during the evaluation, communication with your "home" office is prohibited while you are participating in the evaluation.

The RFP and all Narrative Proposals will be saved electronically to your OMCP computer.

Again, thank you for your participation on this important project. We look forward to seeing you at the Orientation on March 3, 2016.

If you have further questions, please contact any of the OMCP Team Leads shown above at (916) 552-8006.