

**California Dental Medicaid Management Information System (CD-MMIS) Fiscal Intermediary (FI) Services  
Request for Proposal #13-90270**

**Rating Review Committee Summary Comments**

---

***BACKGROUND***

- The California Dental Medicaid Management Information System (CD-MMIS) Fiscal Intermediary (FI) Services Request for Proposal #13-90270 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. No issues were noted.

***NARRATIVE PROPOSAL EVALUATION OVERVIEW***

- Evaluator Orientation was held on March 3 for two of four Evaluators. Orientation was led by the Office of Medi-Cal Procurement's (OMCP's) Project Manager (PM) and attended by one Team Lead (TL) and an OMCP Associate Information Systems Analyst (AISA). Evaluation of Narrative Proposals by these two Evaluators began March 7.
- The third Evaluator received Evaluator Orientation on March 9 which was given by the PM and attended by one TL, and began review of Narrative Proposals March 10.
- The fourth Evaluator received Evaluator Orientation on March 15 which was given by the PM and attended by one TL, and began review of Narrative Proposals that same day.
- There were four Evaluators, divided into two teams. Meetings were conducted with the Evaluators, TLs and the PM to review scoring guidelines.
- No anomalies existed after all comments were received.
- 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.

**California Dental Medicaid Management Information System (CD-MMIS) Fiscal Intermediary (FI) Services  
Request for Proposal #13-90270**

**Rating Review Committee Summary Comments**

---

- The required use of Disabled Veterans Business Enterprise (DVBE) entity/ies in excess of one-quarter of one percent (0.25%) of the contract's value was met by both Narrative Proposals.

***COST PROPOSAL EVALUATION OVERVIEW***

- Cost Proposals were opened on May 20 and Compliance Review was completed that same day, with no issues being noted.
- Cost Proposal scoring was completed on May 31.

***CLARIFICATION CORRESPONDENCE***

- No issues were found with either the Narrative or Cost Proposals; therefore, clarification correspondence was not necessary.

***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, the 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.