



March 28, 2012

Dear Interested Parties:

RE: The Office of Medi-Cal Procurement's Frequently Asked Questions (FAQ's).

The Office of Medi-Cal Procurement (OMCP) has assembled a list of FAQs to help potential proposers understand the procurement process. Although the answers to these questions are usually standard procedure for most procurements, they may change at the discretion of OMCP. Please refer to the Request for Proposal (RFP) or Request for Applications (RFA) that you are interested in for more information. Thank you for your interest in the Medi-Cal procurement process.

Sincerely,

Original Signed by *Kevin Morrill*

Kevin Morrill, Chief  
Office of Medi-Cal Procurement



## **Our Mission**

*The Mission of the Office of Medi-Cal Procurement (OMCP) is To Partner with Medi-Cal Programs by Providing Exemplary Procurement Services. The goal of OMCP is to ensure that Medi-Cal contracting and procurement procedures are of the highest integrity, and that competitive solicitation processes are employed to the maximum extent required by law.*

# FAQs:

- What is OMCP?
- How is the RFP/RFA developed?
- Is there a question and response period after the RFP/RFA is released?
- Will Proposers be asked to submit the Letters of Intent?
- Will you confirm receipt of the Letter of Intent?
- Will you accept Proposals that are received after the deadline?
- How are proposal documents submitted?
- How does OMCP conduct the evaluation process?
- What type of security is there to ensure the Proposer's information is kept confidential?
- Will OMCP be evaluating the responses against other respondents or will you simply determine whether or not a minimum threshold of acceptability has been met?
- Are there reasons for a proposal to be disqualified?
- Can evaluation questions in the RFP/RFA be thrown out?
- When is the Cost Proposal evaluated?
- What is OMCP' information?



## What is OMCP?

*The Office of Medi-Cal Procurement (OMCP) was established to serve as an internal consulting and advisory group within the California Department of Health Care Services to project manage major procurements for the Medi-Cal program.*



# How is the RFP/RFA developed?

*Program experts, in conjunction with OMCP staff, develop the requirements and guidelines for each RFP/RFA.*



**Is there a question and response period after the RFP/RFA is released?**

**Are questions published to prospective bidders?**

*Yes, there is a question and response period for each solicitation. Stakeholders and other interested parties are notified by email, with an announcement on the OMCP website and on the RFP/RFA home page that alerts Proposers that something has been added to one of the various segments.*



# Will Proposers be asked to submit Letters of Intent?

*If a Letter of Intent is required, OMCP will provide a standardized form that can be completed and sent in by mail, email or fax. OMCP recommends emailing the Letter of Intent. If you mail the Letter of Intent, OMCP recommends that you use FedEx, UPS or another service that guarantees delivery. Please allow sufficient time for delivery to our office.*



# Will you confirm receipt of the Letter of Intent?

*If you wish confirmation of our receipt of your Letter of Intent please email the Team Lead that is listed in the RFP / RFA.*



# Will you accept late Proposals?

*No, we do not accept late proposals. Late acceptance could subject the Department of Health Care Services to possible litigation.*



# How should proposal documents be submitted?

*Proposal documents must be submitted in both hard copy and on CD. The specific RFP / RFA will designate the required number of hard copies and CD copies to be submitted and the formats in which they are required. Narrative and Cost Proposals must be submitted in separate, sealed containers.*



# How does OMCP conduct the Evaluation Process?

*A multiple stage evaluation process is used to review and score Proposals. DHCS will reject any proposal that is found to be nonresponsive at any stage of evaluation. A separate evaluation committee will be used for all stages during the evaluation and selection process. The evaluation committee is comprised of four (4) groups:*

- The Preliminary Review Committee (PRC)
- The Evaluation Scoring Committee (ESC)
- The Rating Review Committee (RRC)
- The Executive Review Committee (ERC)

# The Preliminary Review Committee (PRC)

**Stage 1** - *The PRC will consist of Team Leads from both the Office of Medi-Cal Procurement and from the Medi-Cal program area for which the procurement is being project managed. The PRC will convene to review each proposal for timeliness, completeness and initial responsiveness to the RFP / RFA requirements.*



# Evaluation Scoring Committee (ESC)

**Stage 2** - *The ESC is comprised of program Subject Matter Experts (SME) and non-program experts. Medi-Cal program staff members are interviewed to see how their knowledge can best be utilized during the evaluation process. Program staff is teamed with non-program staff in evaluating a particular area of each proposal. No one team will evaluate a proposal from beginning to end. This is done to eliminate the possibility of bias. Each evaluator independently reviews the proposals and does not discuss any part of the evaluation process outside the presence of a Team Lead. Evaluators do not consider any other information than what is required in the RFP and provided in the proposal. Evaluators must include comments after each evaluation question they score to support why each question is given a particular score. This is important if there are scoring discrepancies within a team that require resolution.*

# Rating Review Committee (RRC)

**Stage 3** - *The RRC reviews the individual evaluator comments and compares it to the scores, to determine if there are any anomalies between the score and comments. The RRC specifically looks for questions that are scored high with no justification to support the score; are scored low with no justification or comments to justify the score; comments that appear to be inappropriate or inapplicable to the score given; or whether the evaluator demonstrated a bias.*

*The next step involves comparing the scores between the team members. The RRC will determine if any scoring anomalies have occurred between team evaluators. Anomalies will be discussed and resolved if possible.*

# Executive Review Committee (ERC)

**Stage 4** - *At the conclusion of this evaluation process, a fourth level review group may be involved. They are called an Executive Review Committee (ERC). The purpose of the ERC is to assure the procurement process was conducted appropriately. The ERC may request the DHCS internal audit staff to review the process and present any findings regarding what occurred during the procurement.*



# What type of security is there to ensure the Proposer's information is kept confidential?

*OMCP staff takes security very seriously and has incorporated the following standards to help protect the confidentiality of the proposals and the impartiality of the evaluators.*

- All staff must read and sign Security and Confidentiality, Disclosure and Non Conflict of Interest agreements prior to the review of the proposals.
- All staff must wear their designated OMCP badge during the evaluation. All work materials and copies of the proposals are kept in a working vault. Each reviewer evaluates the proposals anonymously and will be assigned a designator and a box to store materials. When the working vault is not in use it is locked for security purposes.
- Evaluators must sign out/sign in all proposals on the log sheets provided, and pick up and return their own workboxes. Only OMCP and evaluation staff may enter the vault.
- All evaluation materials, including the contents of all proposals and any correspondence, addenda, financial data, memoranda, or any other medium which discloses any aspect of a proposal submitted in response to this RFP are held in the strictest confidence until the Notice of Intent to Award the contract is posted. After such notice, all materials are considered to be public record and are available to the public.

# **Will OMCP be evaluating the responses against other respondents or will you simply determine whether or not a minimum threshold of acceptability has been met?**

*The evaluation process determines if the proposal meets a minimum threshold of acceptability. Proposal responses are not evaluated against one another.*



# Are there reasons for a proposal to be disqualified?

*Yes, the RFP / RFA outlines specifically how a Proposer can be disqualified for being nonresponsive. Our goal is to have competition; therefore, OMCP looks for every opportunity to resolve an issue without disqualifying a proposal.*

*Prospective proposers should always pay close attention to the requirements and include everything requested. The RFP / RFA provides bidders with a Certification Checklist to assist in making sure the proposal packages are complete.*



# Can evaluation questions in the RFP/RFA be thrown out?

*During the evaluation process, OMCP may identify a question that a majority of Proposers have misinterpreted. If this occurs, OMCP will document what questions were not evaluated and submit the information to the ERC for review.*



# When is the Cost Proposal evaluated?

*The Cost Proposal evaluation will begin when the Narrative Proposal evaluation process has been completed, reviewed, and approved by the various review committees.*



# For more information contact OMCP

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