



Administrative Services

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REQUEST FOR PROPOSALS
For
Medi-Cal Administrative Activities
Time Survey and Invoicing Software

RFP issued: August 18, 2009
RFP due: September 1, 2009, 5:00 p.m.

Place: Sacramento City Unified School District
Attention: Catherine Bennett, Medi-Cal Supervisor III
5735 47th Avenue
Sacramento, CA 95824

Contact: Catherine Bennett, Medi-Cal Supervisor III
Deadline for questions is Tuesday, August 25, 2009.
Submit questions to: bennettc@sac-city.k12.ca.us

To obtain a copy of the RFP, go to www.scusd.edu. Go to offices and departments, Contracts Office, Requests for Proposals and Qualifications. A copy may also be obtained by calling 916-643-2464.

Submittal Instructions: Complete proposals must be mailed or hand carried to the above address prior to the date and time specified. Late submittals will not be accepted. In addition to your complete firm name and address, please annotate the shipping envelope packet as follows: Request for Proposals for Medi-Cal Administrative Activities-Time Survey and Invoicing Software.

I. GENERAL INSTRUCTIONS

Submit one original proposal in a sealed envelope, bearing the complete name and return address of the firm. In addition to your complete firm name and address, please annotate the envelope(s) as follows: Request for Proposals for Medi-Cal Administrative Activities – Time Survey and Invoicing Software. Improper identification may result in premature opening of, or failure to consider the material. All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the district and may be subject to the California Public Records Act. The district reserves the right to reject any or all proposals or any part of a proposal.

A. DUE DATE, TIME, PLACE:

Proposals must be delivered on or before the due date and time specified. Late proposals will not be accepted.

Office hours for receipt of proposals are Monday through Friday from 8:00 a.m. to 5:00 p.m., local time, excluding holidays.

Mailing and Delivery Address

Sacramento City Unified School District
Catherine Bennett, Medi-Cal Supervisor III
5735 47th Avenue
Sacramento, CA 95824

Contact Personnel

For copies of Requests for Proposals:
JoAnn Sulli 916-643-2464
joanns@sac-city.k12.ca.us

Deadline for Submission

Date: September 1, 2009
Time: 5:00 p.m.

Any additions or corrections will be addressed in the form of addenda and posted to the website. It is the responsibility of prospective bidders to check the website for updates or addenda.

II. SCOPE OF WORK

Sacramento City Unified School District is an urban district operating 53 elementary schools, five K-8 schools, nine middle schools, nine high schools, and dependent charter, adult education, and alternative education campuses. The district's enrollment for fiscal year 2008-09 is 45,400 in all grades.

The district requires web-based Medi-Cal Administrative Activities ("MAA") time survey and invoicing software to provide online time survey capability, and to maintain data and generate quarterly MAA invoices.

The software requirements are:

1. Provide web-based technology for MAA participants to complete MAA time surveys online.

2. Ability to generate MAA invoices and generate reports based on data selection made by user.
3. Software secured with Secure Sockets Layer with minimum 128 bit encryption (HTTPS).
4. Software to comply with all state and federal mandates.

Software support requirements are:

1. Ability to upgrade software to comply with changes to state and federal mandates.
2. Ability to secure access with logins and passwords.
3. Ability for district to enter, update, or remove individual accounts.

Vendor requirements are:

1. Create individual accounts for all district MAA participants.
2. Provide administrative access for all reporting and invoicing applications
3. Calculate district Data Match count.

III. RESPONSE FORMAT

Responses are required for sections (A-G) and responses to each section must be identified by the applicable section title.

Section A. Business Profile: Provide a brief profile of your company

Company name, address, telephone number, fax number, and e-mail address
Identify who is authorized to sign agreements and represent your firm in matters related to this Request for Proposals.

Describe your firm in terms of number of years in business and experience with software applications similar to that contemplated in this Request for Proposals.

Provide resumes of individuals currently assigned to MAA program software development.

Section B. Performance Standards

Describe the training and technical support that your firm will provide to meet the following requirements:

1. Telephone or e-mail support
2. On site training and video training
3. Special training for district MAA coordinator
4. Manuals or other printed user materials

Section C. Expertise

1. Please describe your expertise and experience in managing MAA services and your knowledge of software requirements to achieve mandated MAA requirements.
2. Provide server capabilities, e.g., number of users that are able to log in at any given time.
3. Provide any data maximums that software is able to support.

Section D. Related Experience

Provide any available references from current or past users of your software products

Section E. Insurance

Provide evidence of general liability insurance.

Section F. Cost and Rates

Provide the cost for providing the software and services contemplated in this Request for Proposals. Dollar cost bid should contain all pricing information for an annual license. District also requests an optional per year cost for a licensing period of three years. The total all-inclusive maximum price is to contain all direct and indirect costs, including all out-of-pocket expenses. The district will not be responsible for expenses incurred in preparing and submitting this proposal. Such costs should not be included in the proposal.

Section G. Signature Verification

Each proposal must be signed by an authorized representative.

IV. EVALUATION CRITERIA

A Selection Advisory Committee will select and rank in the order of their qualifications and price the proposals that meet the criteria set forth in this Request for Proposals.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the district. If interviews are held, a demonstration of the software will be requested, and a committee representative will notify those firms selected as to place, time, date and location of the interview.

The names of all firms submitting proposals and the name of the firm selected will be made available upon request. All firms shall be notified of the results within fifteen (15) days after conclusion of the selection process.