**CalSAWS BenefitsCal M&O RFP #01-2024**

**INITIAL RELEASE ANNOUNCEMENT**

May 29, 2024

To All Interested Vendors:

The CalSAWS Consortium announces the release of the CalSAWS BenefitsCal Maintenance and Operations (M&O) Request for Proposal (RFP) #01-2024 for your review and consideration.

This procurement solicits proposals from qualified Contractors to maintain and operate the existing BenefitsCal application.  The purpose of this procurement, and scope of this RFP, is to acquire a Contractor to transition the existing BenefitsCal application and provide ongoing BenefitsCal Maintenance and Operations (M&O) and related goods and Services. This RFP does not solicit new application functionality. Proposals are due Tuesday, July 30, 2024. The base contract is expected to start September 2, 2025. After a six-month Transition-In period, the base contract term is five years and eleven months, followed by four one-year optional extensions.

Attached you will find the BenefitsCal RFP documents in two separate Zip files and a separate Excel Question and Answer (Q&A) Log as described below:

1. CalSAWS BenefitsCal MO RFP 01-2024 Final 05292024
2. CalSAWS BenefitsCal MO RFP 01-2024 Attachments
* RFP Attachment 2 - Requirements Matrix 05292024
* RFP Attachment 5 - Price Proposal Schedules 05292024
* RFP Attachment 6 - BenefitsCal Agreement (V.1) 05292024
* RFP Attachment 8 - BenefitsCal Firm Mandatory Qualifications 05292024
* RFP Attachment 10.1.1 - Staff Qualifications Project Manager 05292024
* RFP Attachment 10.1.2 - Staff Qualifications PMO Lead 05292024
* RFP Attachment 10.1.3 - Staff Qualifications Transition Lead 05292024
* RFP Attachment 10.1.4 - Staff Qualifications Application Manager 05292024
* RFP Attachment 10.1.5 - Staff Qualifications Product Manager 05292024
* RFP Attachment 10.1.6 - Staff Qualifications UCD Lead 05292024
* RFP Attachment 10.1.7 - Staff Qualifications Testing Manager 05292024
* RFP Attachment 10.1.8 - Staff Qualifications Public Communications Lead 05292024
* RFP Attachment 10.1.9 - Staff Qualifications Security Manager 05292024
* RFP Attachment 13 - Staffing Schedules 05292024
1. CalSAWS BenefitsCal MO 01-2024 Question and Answer Log Template

All RFP documents will be posted to the CalSAWS website at [Procurement Listings](https://www.calsaws.org/procurement-listings/). Additionally, RFP documents and reference materials will be posted to a SharePoint folder hosted by the Office of Technology & Solutions Integration (OTSI). A folder named *CalSAWS BenefitsCal Procurement Library Documentation* contains material for Bidder reference to support proposal development. For access, Bidders must complete an authentication process with OTSI to create an account.  Once authenticated, Bidders will receive an email from OTSI with login credentials.  Upon log-in, Bidders will be able to access the Procurement Library and download the RFP documents.  To request access to the BenefitsCal Procurement Library, please e-mail Daniel Brown at daniel.brown@otsi.ca.gov.

Additionally, a Bidder’s Conference will be held as described below. Please review the Security protocols below.

**BIDDER’S CONFERENCE**

Date: Tuesday, June 11, 2024

Time: 1:00 PM to 2:00 PM

Location: California Department of Social Services

Auditorium, Room 205

744 P Street

Sacramento, CA  95814

Virtual: Microsoft Teams Meeting:  [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTNlN2M2NjItZGU3Yi00ZWNjLThjMzItZDJmM2Q4NDJhZjI0%40thread.v2/0?context=%7b%22Tid%22%3a%2218ccb024-1285-4f62-85fe-84f37911c5d6%22%2c%22Oid%22%3a%221e15e21c-da32-45f0-a84b-971ca193d422%22%7d)

Conference Call (audio only):  1 (323) 886-6772; Conference ID 69176218#

Parking: A public lot is located at 1713 7th Street - JB Lot, across the street from the CDSS facility.

Security: **For CDSS Security, attendee names are required in advance of the conference; admittance to the Bidder’s Conference will not be allowed otherwise.** Please provide a list of attendee names for your organization to CalSAWS at ProcurementTeam@CalSAWS.org by close of business on Wednesday, June 5, 2024. CalSAWS will provide all names received to CDSS Security.

Upon arrival at CDSS, attendees are directed to sign-in at the Security desk; a valid state-issued ID **must** be presented for all visitors. The CDSS Security staff will provide an electronic access badge to each guest.

Other: No food or drink, except bottled water, is allowed in the Auditorium.

Please direct any questions relating to the RFP and accompanying documents, library reference material, and Bidder’s Conference to CalSAWS at ProcurementTeam@CalSAWS.org.

Thank you for your interest in the CalSAWS BenefitsCal M&O RFP #01-2024 procurement.

CalSAWS Procurement Team