



**Gold Coast
Health Plan**SM
A Public Entity

F.A.Q. FREQUENTLY ASKED QUESTIONS

Q: What does Gold Coast Health plan buy?

A: A wide variety of goods and services needed to maintain day to day operations of a mid-sized company.

Q: How does the Gold Coast Health Plan buy?

A: Gold Coast Health Plan utilizes a Purchase Order system and a Procurement Card program (American Express) for all of its purchases of goods and services.

Q: How do I contact procurement?

A: Gold Coast Health Plan
Attn: Procurement Department
711. E. Daily Dr. Suite 106
Camarillo, CA. 93010
Cwaites@goldchp.org
805-437-5530

Q: How do suppliers become eligible to do business with Gold Coast Health Plan?

A: Step 1. Be certified to conduct business in the State of California.
Step 2. Complete the Gold Coast Health Plan Technology assessment (if applicable)
Step 3. Register in our vendor database here <insert link ?>

Q: How does a supplier get on a bid list?

A: Be registered in our vendor database <insert link ?>. If your company provides the goods or services that Gold Coast Health Plan requires, the buyer will check that database first for eligible vendors.

Q: How does a supplier find out if they have won an award?

A: The Procurement Lead will inform all bid participants of their status at all times.

Q: How are bid award decisions made by Gold Coast Health Plan?

A: A multiple stage evaluation process will be used to review and/or score the proposer's RFP information. An evaluation committee will be used for all stages during the evaluation and selection process. The evaluation committee is comprised of two (2) groups:

1. The Sourcing Team consists of GCHP Project Manager, Business Unit Subject Matter Experts (SME) and a Procurement Representative. The Sourcing Team will interact with the proposer throughout the evaluation process if needed. In fulfilling its functions, the Sourcing Team may consult with any appropriate individuals within GCHP, other State departments, or consultants.
2. The Executive Review Committee (ERC) consists of GCHP Executive management officials (CEO, CFO, COO, CIO & CMO). The ERC acts as a final decision-making authority for Proposal evaluation issues without knowledge of any bidder to which the issue applies. The ERC assures all appropriate processes have been followed. Additionally, the ERC may seek independent review or advice from individuals, including internal auditors, from within GCHP or elsewhere regarding issues including, but not limited to, procurement policy matters and/or Cost Proposal deficiencies, and acceptability. Finally, the ERC provides final approval of the procurement process in order to determine the awardee.

Q: What can a supplier do to ensure that their bid is correct?

A: Follow the directions given in the RFP.



Gold Coast Health PlanSM

A Public Entity

Q: Does the Gold Coast Health Plan have a minority Business Enterprise Development program?

A: Not currently.

Q: Who makes the actual buying commitments?

A: The buying commitments are made by the procurement department using purchase orders.

Q: Is the Gold Coast Health Plan tax exempt?

A: Some aspects of our business are and some are not, you can contact the procurement department to find out.

Q: When will a payment for an invoice be received?

A: Gold Coast Health Plan payment terms are Net 45.

Q: Where should my invoices be sent?

A: All invoices should be sent to:
GOLD COAST HEALTH PLAN
711 E DAILY DRIVE
CAMARILLO, CA 90310
Attention: Accounts Payable

E-mail Invoices. Invoices may also be submitted to GCHP using the following e-mail address: Accountspayable@goldchp.org

Q: How do I check the payment status of an invoice?

A: Send an e-mail request to Accountspayable@goldchp.org