

ATTACHMENT 17



**Department of  
Civil Service**

**Program Reporting  
RFP entitled:  
“Dental Plan Services”**

<b>Vendor Management Unit Reports</b>	<b>Brief Description</b>	<b>Frequency</b>	<b>Due Date</b>
Quarterly Service Benefit and Performance Guarantee Report	Quarterly summary of compliance with performance standards/guarantees	Quarterly	Due no later than 70 days after the close of the quarter or the next business day when the 70th day falls on a weekend or holiday
Quarterly NYS Dental Program Survey	Member survey results of satisfaction with providers and the program.	Quarterly	Due no later than 70 days after the close of the quarter or the next business day when the 70th day falls on a weekend or holiday
Quarterly Participating Provider Reports	Quarterly summary detailing Participating Provider utilization by employee group, as well as number of providers by county and dental specialty	Quarterly	Due no later than 70 days after the close of the quarter or the next business day when the 70th day falls on a weekend or holiday
Annual Agency Report	Annual summary of utilization, performance, and future direction of the program	Annually	Due 70 days after the close of the year or the next business day when the 70th day falls on a weekend or holiday
<b>Office of Financial Administration Reports</b>	<b>Brief Description</b>	<b>Frequency</b>	<b>Due Date</b>
Monthly Financials	Includes access file, monthly premium, enrollment, and estimated retention	Monthly	Due by the 15th of every month or the next business day when the 15th day falls on a weekend or holiday
Quarterly Financial Statement	Plan Year financial experience through the quarter just ended.	Quarterly	Due 30 days after the close of the quarter or the next business day when the 30th day falls on a weekend or holiday
Annual Statement of Experience	Financial Settlement for the Plan Year just ended	Annually	Due 75 days after the close of the year or the next business day when the 75th day falls on a weekend or holiday

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Annual Rate Renewal	Comprehensive proposal to detail proposed rate for the next calendar year	Annually	Due September 1st each year or the next business day when the 1st falls on a weekend or holiday
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