

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Full-Service Medicaid Cost Recovery Services and Individual Education Plan System – Three Year Contract (FY22 – FY24) with Two One-Year Options**

**DATE AND TIME TO BE OPENED: Wednesday, March 24, 2021 at 1:00PM**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Molly Hannon**

**SUBJECT MATTER EXPERT (EMAIL): Molly.Hannon@ppsd.org**

**QUESTION DEADLINE: Thursday, March 11, 2021 at 4:30PM**

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the **Item Description** shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206  
ATTN: Molly Hannon  
797 Westminster Street  
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

## **Notice to Vendors General Terms**

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. Bids may be submitted on an “equal in quality” basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
8. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
9. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.
10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
11. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).

12. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
14. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
15. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
16. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
17. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
18. The Contractor shall not be paid in advance.
19. The contract shall be in effect from the date of award through **June 30, 2024** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
20. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
21. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
22. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

23. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
24. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
25. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.
27. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

**BID FORM 1: BIDDER INFORMATION**

**Agrees to Bid on: Full-Service Medicaid Cost Recovery Services and Individual Education Plan System – Three Year Contract (FY22 – FY24) with Two One-Year Options**

**DATE AND TIME TO BE OPENED: Wednesday, March 24, 2021 at 1:00PM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

**Request for Proposals  
for  
Full-Service Medicaid Cost Recovery  
Services and Individual Education Plan System**

**Three Year Contract (FY22 – FY24) with Two One-Year Options (FY25 and FY26)**

**Scope of Work**

The Providence Public School District, hereinafter called “the District” or “PPSD,” is interested in obtaining the services of a Medicaid Cost Recovery Agent to:

- Provide billing services for Medicaid reimbursement using an automated web-based system to monitor students receiving services, billing activities of providers, and payments billed and received
- Provide assistance ensuring maximum reimbursement within state and federal laws and guidelines
- Design a data collection system utilizing both the Early and Periodic Screening Diagnosis and Treatment (EPSDT) list and the Special Education census data base in order to capture and maximize available revenues for services provided. The vendor must also collect the billing logs from the District, complete the claim and submit the claim to Electronic Data System (EDS) electronically for reimbursement
- Provide an automated Individualized Education Program (IEP) system which is secure, web-based and school interoperability framework (SIF) compliant. The agent must also provide 5 training to train the trainer group which includes transition planning. The proposed IEP system must meet all government and state regulations and provide tools for comprehensive report production. The system must provide reports regarding the LRE data, out of compliance data for both three re-evaluations and IEP on a monthly basis by school and provide out of compliance IEP by school by case manager by month to administration. The District currently uses Skyward and the IEP system must be able to accept uploads in a CSV format for all student information system (SIS) related data items that need to be imported into the IEP software. Additionally, the IEP system must have checks and balances for IEP dates that are all consistent throughout the IEP and have a system of checks and balances for if there is a goal there must be a service. Report must be provided on monthly basis regarding out of compliance IEPs and three-year re-evaluations.
- Review of records for Medicaid eligibility of students
- Develop procedures to identify and verify insurance coverage
- Provide claim documentation, submission and monitoring
- Provide the Department with all necessary customized Medicaid billing forms
- Track the licensure of all providers associated with potential reimbursable services to determine which providers meet eligibility requirements to claim reimbursements
- Print, mail and track parent authorization/notification letters relative to third party payment of claims. Also required to store these documents.
- Provide information on changes in regulations in a timely and useful manner
- Implement changes in State or Federal laws within 30 days

- Provide technical support in excess of regular business day
- Develop and provide initial set-up and ongoing on-site training to all Department personnel (current and new hires) and eligible providers, including contract providers, necessary to implement and maintain this billing process. This training should include manuals and presentations.
- Provide data entry of claims as needed.
- Monthly reporting to the Department detailing the activity by service.
- Statistical reports by service in order that the Department may better track its special needs activities as needed.
- A process, by which all reject claims for payment are quickly reviewed, corrected and resubmitted.
- Electronic claims submission
- Process timely claims with payments remitted directly to the Department.
- Develop a system that automatically alerts service providers if they have not reported all encounters with students.
- Develop a system that adheres to all Medicaid Federal and State guidelines including but not limited to
  - a. Processing procedures
  - b. Confidentiality
  - c. Specific concerns related to educational agencies
  - d. Data and document retention
- Provide assistance with audits and reviews by Local, State or Federal Agencies.
- A full detailed plan of how the system would work and how it would be implemented
- Develop and implement a plan for quality assurance monitoring

### **Background and District Data**

The District currently has a total enrollment of approximately 24,000 students with approximately 4,200 of these students receiving special education services. Eighty-five (85) percent of the District's student population is eligible for free or reduced-price lunch.

The District currently maintains a proprietary student information system. All data used and generated in the Medicaid Billing system must be compatible with the District's information system.

The District will be the owner of all data generated through the automated systems purchased and used as a result of this process.

## **Proposal Requirements**

1. Bid Form 1 (Page 5 of this document)
2. Bid Form 2: Pricing (Pages 10-12 of this document)
  - a. The District is interested in compensating the company by paying a percentage of the incoming revenues received by the District net of adjustments for Medicaid Billing Services. Bids should be submitted in a percentage basis.
  - b. Bids for the Automated Individual Education Plan System should be submitted as a dollar amount and should be itemized to include at least the following categories: Cost of product, any license fees, and all training costs
3. A one-two page executive summary/letter of introduction
4. Documentation of prior experience in school-based Medicaid billing for at least two other school districts with similar or greater student enrollment than Providence.
5. A business continuity plan
6. Standard service level agreements (SLAs)
7. References
  - a. List of all current Medicaid Clients with attached phone numbers and contacts
  - b. List of at least two prior Medicaid clients with attached phone numbers and contacts.

## **Contract Term**

This request for proposals will be for a three-year term with two one-year options for renewal.

Year 1: July 1, 2021 to June 30, 2022

Year 2: July 1, 2022 to June 30, 2023

Year 3: July 1, 2023 to June 30, 2024

Option Year 1: July 1, 2024 to June 30, 2025

Option Year 2: July 1, 2025 to June 30, 2026



## **Questions**

Questions must be submitted in writing via email to Molly Hannon, Director of Purchasing no later than Thursday, March 11, 2021 at 4:30PM Questions will be answered via addendum made available on the PPSD website [here](#) on or after Friday, March 12, 2021.

No questions will be answered over the telephone. Late questions may not be answered.

## **Limitations**

This Request for Proposals (RFP) does not commit the Providence School District to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence Public School District may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

## **Award**

This contract will be awarded by the Providence Public School District upon the recommendation of a review committee comprised of staff and subject matter experts within the district. In addition to cost, previous experience, revenue maximization and technology, which includes but is not limited to transition, training, ease of use, functionality and interoperability will be the basis for the award.

Providence Public School District may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public School District reserves the right to make a selection without requesting clarification. Additionally, Providence Public School District may not necessarily seek clarifications from all vendors submitting proposals.

**BID FORM 2: PRICING**

**Year 1: July 1, 2021 to June 30, 2022**

Medicaid Reimbursement Management

Billing Rate of \_\_\_\_\_ % of incoming revenues

Automated Individual Education Plan System

Cost of Products \$ \_\_\_\_\_

License Fees \$ \_\_\_\_\_

Training Costs \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Year 2: July 1, 2022 to June 30, 2023**

Medicaid Reimbursement Management

Billing Rate of \_\_\_\_\_ % of incoming revenues

Automated Individual Education Plan System

Cost of Products \$ \_\_\_\_\_

License Fees \$ \_\_\_\_\_

Training Costs \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**BID FORM 2 (CONT): PRICING**

**Year 3: July 1, 2023 to June 30, 2024**

Medicaid Reimbursement Management

Billing Rate of \_\_\_\_\_ % of incoming revenues

Automated Individual Education Plan System

Cost of Products \$ \_\_\_\_\_

License Fees \$ \_\_\_\_\_

Training Costs \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Option Year 1: July 1, 2024 to June 30, 2025**

Medicaid Reimbursement Management

Billing Rate of \_\_\_\_\_ % of incoming revenues

Automated Individual Education Plan System

Cost of Products \$ \_\_\_\_\_

License Fees \$ \_\_\_\_\_

Training Costs \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**BID FORM 2 (CONT): PRICING**

**Option Year 2: July 1, 2025 to June 30, 2026**

Medicaid Reimbursement Management

Billing Rate of \_\_\_\_\_ % of incoming revenues

Automated Individual Education Plan System

Cost of Products \$ \_\_\_\_\_

License Fees \$ \_\_\_\_\_

Training Costs \$ \_\_\_\_\_

Total \$ \_\_\_\_\_