



**Arlington Public Schools
Purchasing Office**

NOTICE OF ADDENDUM NO. 1

Issued on July 18, 2017

<u>RFP TITLE:</u>	THIRD PARTY BILLING AND DOCUMENTATION OF MEDICAID IN SCHOOLS PROGRAMS
<u>RFP NUMBER:</u>	04FY18
<u>RFP ISSUE DATE:</u>	JULY 10, 2017
<u>PROPOSAL DUE DATE AND TIME:</u>	JULY 21, 2017, PRIOR TO 2:00 P.M. (LOCAL PREVAILING TIME)

ADDENDUM NO. 1

III. INSTRUCTIONS TO OFFERORS

Renumber paragraph 18 in section III. C. Additional Information to be paragraph 16 as shown below:

16. CONTRACTOR CERTIFICATION REGARDING CRIMINAL CONVICTIONS

As a condition of awarding a Contract for the provision of Work that requires the Contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the Arlington School Board shall require the Contractor to provide certification that all persons who will provide such services have not (i) been convicted of a felony or of any offense involving the sexual molestation or physical or sexual abuse or rape of a child; (ii), as more particularly set forth in Va. Code Ann. Section 18.2-370.4 no person shall perform any part of the Work on the property of an existing elementary or secondary school who has been convicted of rape, forcible sodomy or object sexual penetration, all of a child under 13, during the commission of abduction, in the course of entering a dwelling with intent to commit murder, rape, robbery, arson, larceny, assault and battery, or any felony, or of aggravated malicious wounding; and (iii) as more particularly set forth in Va. Code Ann. Section 18.2-370.5, no person shall perform any part of the Work on the property of an existing elementary or secondary school during school hours or during school-related or school sponsored activities who has been convicted of a sexually violent offense. The Contractor certification covers its employees, its Subcontractors and the employees thereof. (Submit completed Appendix A).

The Contractor certification shall also cover its employees, its Subcontractors and employees thereof, assigned to the Work after Contract award. The Contractor, upon demand from APS, shall provide all information which allowed for the Contractor's certification

The Contractor shall submit to APS a completed Contractor Certification Regarding Criminal Convictions on the form provided by APS.

V. PROPOSAL EVALUATION PROCESS, METHOD OF CONTRACT AWARD

B. PROPOSAL EVALUATION CRITERIA

Initial Evaluations Criteria:

	Weight	Evaluation Criteria
1.	40%	Previous experience of Offeror in delivering Third Party Billing and Documentation of Medicaid in Schools Programs
2.	30%	Offeror’s methodology to provide the services demonstrating a clear understanding of the requirement
3.	10%	Any general information contained in the Offeror’s Proposal which supplements 1-3 above
4.	20%	Fees for services <ul style="list-style-type: none"> • 40% Medicaid Billing Consulting and Support Fees • 60% Percentage of Reimbursement of Billable Claims Retained by the Contractor
	100%	TOTAL

If Shortlist Interviews are conducted, Offerors selected will be asked to provide information that serves to clarify the Offeror’s Proposal. The Shortlist Interviews may include a presentation, a product/service demonstration, and a question-and-answer session. Offerors selected for Shortlist Interviews will be evaluated in accordance with the evaluation criteria listed below:

Shortlist Interviews Evaluation Criteria:

	Weight	Evaluation Criteria
1.	30%	Qualifications and experience of Offeror’s staff proposed for the contract
2.	30%	Thoroughness of presentation / demonstration in addressing the points of clarification identified by APS
3.	10%	Overall preparedness of the Offeror and ability to effectively communicate the information to the audience
4.	10%	Reference check responses
5.	20%	Fees for services <ul style="list-style-type: none"> • 40% Medicaid Billing Consulting and Support Fees • 60% Percentage of Reimbursement of Billable Claims Retained by the Contractor
	100%	TOTAL

NOTE: If, in the sole opinion of APS, the Offeror's last audited financial statement does not demonstrate the Offeror's ability to generate sufficient income to meet its operating expenses and financial obligations, APS will reject the Offeror's Proposal and not consider it for contract award.

This Addendum No. 1 must be signed, dated and received in the Purchasing Office prior to the date and time stated above OR acknowledgment of receipt of this addendum may be noted on the Proposal (See page 2 of the RFP).

SIGNATURE: _____ **DATE:** _____

ISSUED BY:

Joshua A. Makely, CPPB

Senior Buyer

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- End of Addendum No. 1 -

RESPONSES TO QUESTIONS

The following questions and responses are provided to assist offerors with the assembly of their proposal response:

- 1) For Proposal Tab 4, Fees for Services, please confirm if the proposer's fees should be submitted in the format included in Appendix F – Fee Schedule?
answer: Yes, the format in Appendix F – Fee Schedule is the format in which the proposer should submit its fees.
- 2) Does Arlington Public Schools currently have a contractor for these services?
answer: No.
- 3) If yes, what fees does the current contractor charge?
answer: Arlington Public Schools does not have a current contractor providing these services, so there are no fees to disclose.
- 4) How much revenue has Arlington Public Schools received in interim payments from Direct Service Medicaid billing since it began billing in September 2016?
answer: Arlington Public Schools has received approximately \$200,000 since September 2016.
- 5) How much Medicaid reimbursement did Arlington Public Schools receive in each of the last three (3) years?
answer: Arlington Public Schools has received approximately \$200,000 in each of the last three (3) years.
- 6) Has Arlington Public Schools received any revenue from the annual Direct Service Cost Report? If yes, how much?
answer: No, Arlington Public Schools has not completed a Cost Report.
- 7) What is Arlington Public Schools' approximate percentage of students whom are Medicaid eligible?
answer: Approximately 18-19% of students across the District are Medicaid eligible.
- 8) How many students have IEPs in the Arlington Public Schools?
answer: Approximately 4,000 of students across the District have IEPs.
- 9) How many of the students with IEPs are anticipated to be Medicaid eligible?
answer: Approximately 1,400 of the students with IEPs are anticipated to be Medicaid eligible.
- 10) What percentage of IEP students does Arlington Public Schools have parental consent to bill Medicaid for?
answer: Arlington Public Schools has parental consent for 50% of these students.
- 11) How many service providers will be billing?
answer: Currently Arlington Public Schools bills for occupational therapy, physical therapy, and speech which constitutes approximately seventy (70) providers.
- 12) How did Arlington Public Schools perform direct billing when it started in September 2016?

answer: Therapists submitted DMAS paper therapy logs to the Medicaid Coordinator on a monthly basis. The Medicaid Coordinator submitted claims to the DMAS web portal.

13) Regarding Section III.C. Additional Information, item paragraph count goes from 15 to 18, is the omission of 16 and 17 correct or are there additional items that apply?

answer: There is a typographical error with the numbering. Paragraph 18 should have been numbered as paragraph 16.

14) Section II.E. Reporting Requirements, Claims Status (Approve/Denied), Arlington Public Schools is requesting this report by 8 AM on Monday's when does the school district receive the remittance advice from DMAS?

answer: The remittance is received from DMAS on Tuesdays **each week.**

15) Regarding Section IV.A. General Requirements, paragraph 1 states that the fee schedule should be included in both the original hard copy as well as the electronic copy; however, paragraph 3 states "Only the Original Proposal should contain pricing information." Please clarify whether or not the electronic copy should contain a fee schedule or not.

answer: Both the original hard copy and the electronic copy should contain the fee schedule properly completed as indicated in Appendix F.

16) Does the district currently participate in the School Based Medicaid Claiming program? If so, who is the District's current biller?

answer: Yes, Arlington Public Schools started billing for occupational therapy, physical therapy, and speech in September 2016. Therapists submit DMAS paperwork therapy logs to the Medicaid Coordinator on a monthly basis. The Medicaid Coordinator submits claims to the DMAS web portal.

17) Does Arlington Public Schools use an existing automated Medicaid management system?

answer: No, Arlington Public Schools does not currently use any such system.

18) What are the reasons for seeking a new system?

answer: Arlington Public Schools is seeking to maximize the reimbursement potential of such Medicaid billable services and increase efficiency of operations.

19) Does Arlington Public Schools wish to have access to a mobile application that assists with provider documentation?

answer: Arlington Public Schools is open to options for such access, but it is not a requirement of this RFP.

20) Will Arlington Public Schools need any assistance with audit preparation?

answer: Yes.

21) Are there covered services available that Arlington Public Schools is currently not submitting for billing, but would like to do in the future?

answer: Yes, there are such services.

22) Does Arlington Public Schools special education management system have the ability to interface with a web-based Medicaid billing system to send student demographics and other information?

answer: Data will be exported from Synergy and then made available to be imported into another system. The two systems will not speak to each other directly. Please see page 9 of the RFP. It is important that the Contractor has the ability to import relevant student information from Arlington Public Schools data systems.

23) In what file format can this information be exported?

answer: Arlington Public Schools has the capability to provide the file in multiple different formats, but would prefer to work with the awarded Contractor to establish the most efficient means of transmitting this data

24) Is the IEP system capable of sending a list of related services (Including scope, frequency duration) from a student's IEP to a Medicaid system?

answer: Billable services data will be available for export from the District's data systems for import into another system.

25) How would Arlington Public Schools want to receive on-going training?

answer: Arlington Public Schools is interested in a variety of training models, including "train-the-trainer" in which District staff would be trained and then train others, and training that can be provided through "Go To Meeting" or other web-based methods of delivery.

26) Does Arlington Public Schools with to document all related services (i.e. physical therapy, speech therapy, occupational therapy, etc.) encounters/sessions in the documentation software, including those for non-Medicaid eligible students?

answer: Yes.

27) How many concurrent users of the documentation software are anticipated?

answer: Arlington Public Schools anticipates seventy (70) concurrent users of the system.

28) How are the concurrent users broken down by discipline?

answer: Occupational therapy: 25, physical therapy: 5, speech: 42.

29) Will there be administrative users of the documentation software? If so, how many administrators does the District anticipate?

answer: Yes, there will be administrators on the account. Arlington Public Schools anticipates the need for up to 5 system administrators.

30) Will nurses be using the documentation software?

answer: No nurses will be using the solution at this time.

31) Will nurses be billing Medicaid using the documentation software for medically necessary services on an IEP?

answer: No, this will not be happening.

32) With respect to the requirement of "third party billing", must the documentation software bill all commercial insurance companies that potentially may pay for the related services to a Medicaid eligible student?

answer: No, this will not be an expectation for system performance.

33) Is the form of Appendix F – Fee Schedule required in Tab 4 of the RFP response?

answer: Yes, Appendix F – Fee Schedule is a requirement of your proposal submission.

34) Please advise if companies from outside the USA can submit a proposal for this requirement?

answer: This Request for Proposals (RFP) is open to all companies authorized to conduct business in the Commonwealth of Virginia.

35) Will the awarded firm be required to attend meeting at-site at Arlington Public Schools?

answer: Yes, there will be a requirement to attend on-site meetings.

36) May proposals be submitted via email?

answer: Prospective offerors should submit their responses in accordance with the instructions included in the RFP, refer to Section IV. Proposal Requirements beginning on page 9 of the RFP.