

PAWTUCKET SCHOOL DEPARTMENT

286 Main Street
Pawtucket, RI 02860

Request for Proposal

The Pawtucket School Department is requesting a proposal for:

MEDICAID BILLING SERVICES

Sealed bids for Medicaid Billing Services for the Pawtucket School Department will be received in the Office of the Chief Financial Officer located at 286 Main Street, Pawtucket, RI 02860, until 10:00 a.m. on Monday, August 17, 2015 at which time they will be opened publicly. The official time clock is at the Office of the Chief Financial Officer of the Pawtucket School Department, 286 Main Street, reception area.

The School Committee reserves the right to accept or reject without prejudice, any or all proposals or to waive any irregularities therein, or to accept the bid deemed to be in the best interest of the Pawtucket School Department.

Bids are to be placed in a sealed envelope and clearly marked “**SEALED BID – MEDICAID BILLING SERVICES**” and addressed to:

Pawtucket School Department
Office of the Chief Financial Officer
Administration Building
286 Main Street
Pawtucket, RI 02860

No bid will be accepted after the date and time specified.

TERMS AND CONDITIONS

- A. Bids will not be considered if prices are not firm and irrevocable.
- B. The term “School Committee” shall refer to the governing body of the Pawtucket School Department
- C. The term “School Department” shall refer to the Pawtucket School Department.
- D. The prices quoted and conditions stated on this bid will be firm and final. Any correspondence or notations accompanying this bid, changing any prices or items, may result in the bid being rejected at the sole discretion of the Pawtucket School Committee.
- E. Bid items and prices quoted as alternates must be accompanied by a detailed description of such items and how it meets or exceeds the specifications of the product requested. Equivalents will be considered. Bids must be submitted on the “Bid Forms” attached.
- F. The Bidder will guarantee that services will begin effective October 1, 2015.
- G. Following the opening of bids, this bid cannot be withdrawn within sixty (60) calendar days from the acceptance thereof.
- H. When applicable, the Bidder’s attention is directed to the fact that all applicable state laws, municipal ordinances, rules and regulations and lawful orders of all public authorities having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss - including wages of the crafts doing the work - shall prevail; and they will be deemed to be included in the contract, the same as though herein written out in full.
- I. Delivery point will be to the Pawtucket School Department.
- J. Term discounts will be taken into consideration when awarding contracts. The award of any and all bids is subject to available funding.
- K. The School Committee reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the bid deemed to be in the best interest of the Pawtucket School Department.
- L. In awarding the contract, the School Committee will consider all aspects including, but not limited to quality, experience in the field, knowledge of Rhode Island practices and applicable guidelines, references and cost.
- M. It is the Bidder’s responsibility to see that its proposal is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person at the Pawtucket School

Department for the premature opening of a proposal not properly addressed and identified as a bid.

- N. Any proposal received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Pawtucket School Department that such non-arrival before the time set for opening was due solely to delay in the mails for which the Bidder is not responsible.
- O. Telephonic, telegraphic, oral or email proposals, amendments or withdrawals will not be accepted.
- P. Proposals may be withdrawn personally or by written request at any time prior to the time specified for the opening. Negligence on the part of the Bidder in preparing the proposal confers no right of withdrawal or modification of its proposal after such proposal has been opened.
- Q. The Pawtucket School Department is exempt from payment of the Rhode Island Sales Tax under R.I. Gen. Laws § 44-18-30(I). The Pawtucket School Department is exempt from payment of federal excise taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful Bidder.
- R. Please supply at least three references, complete with name of contact and phone number from school departments that use your service.
- S. All questions regarding bid specifications shall be directed in writing five (5) days prior to the opening of bids, submitted to Dianna Liss, Administrative Assistant to CFO at lissd@psdri.net.
- T. The Pawtucket School Department shall reserves the right to award a contract for a two-year, nine-month period and/or two (2) additional years as specified.

INSTRUCTION TO BIDDERS

CONDITION OF WORK:

No claim for extra compensation shall be entertained for work required to be done which preliminary examination of the site would have revealed as necessary to accomplish the purpose intended or indicated herein.

LAWS AND REGULATIONS:

The Bidder's attention is directed to the fact that all applicable federal and state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the proposed work, shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

INSURANCE:

- A. The Bidder shall purchase and maintain insurance which will protect it from claims arising out of or resulting from its activities under this contract, whether those activities are performed by itself, by any Subcontractor or by anyone directly or indirectly employed by any one of them or by anyone whose acts may be liable.
- B. Bidders shall submit proof of coverage under the Workers' Compensation insurance system of the State of Rhode Island or other similar benefit acts.
- C. Bidders shall submit a valid certificate of insurance naming **Pawtucket School Department as additional insured**. All coverage shall be on an "Occurrence" from with minimum acceptable coverage as follows:

Commercial General Liability

- \$1,000,000 Each Occurrence
- 2,000,000 General Aggregate
- 1,000,000 Products and Completed Operations Aggregate
- 1,000,000 Personal & Advertising Injury

Business Automobile Insurance

- \$500,000 Combined Single Limit Liability Insurance

The company providing insurance and bonds shall be a duly authorized insurance company with a rating of or greater than "A-" as rated by the A. M. Best Co., must be listed on Department of Treasury Circular #570, and which is satisfactory to the Pawtucket School Department and authorized to do business in the State of Rhode Island.

- D. If the Pawtucket School Department permits the Contractor to use any of the Pawtucket School Department's equipment, tools or facilities, such use shall be gratuitous and the Contractor shall release the Pawtucket School Department from any responsibility arising from claims for personal injuries, including death, arising out of

the use of such equipment, tools or facilities, irrespective of the condition thereof or any negligence on the part of the Pawtucket School Department in permitting their use.

BID DATE:

Bids are due by 10:00 a.m. on Monday, August 17, 2015, at the Office of the Chief Financial Officer, Pawtucket School Department, Administration Building, 286 Main Street, Pawtucket, RI 02860

QUALIFICATIONS OF BIDDERS AND SUB-BIDDERS:

The Pawtucket School Department may make such investigations as it deems necessary to determine the ability of the Bidder and all Sub-Bidders to perform the work, and the Bidder and all Sub-Bidders shall furnish to the Pawtucket School Department all such information and data for this purpose as the Pawtucket School Department may request. The Pawtucket School Department reserves the right to reject any bid if the evidence submitted by, or investigation of, the Bidder or sub-Bidders fail to satisfy the Pawtucket School Department that the Bidder is properly qualified to carry out the obligations of the contract and to complete the work.

LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT:

The successful Bidder upon its failure or refusal to execute and deliver the contract and bonds required within ten (10) days after it has received note of the acceptance of its bid, shall forfeit to the Pawtucket School Department, as liquidated damages for such failure or refusal, the surety deposited with the Bidder's bond.

TIME COMPLETION AND DAMAGES:

It is hereby understood and mutually agreed, by and between the Bidder and the Pawtucket School Department that the work will begin on a date mutually acceptable to the Pawtucket School Department and the Bidder. The Bidder agrees that the work shall be prosecuted regularly, diligently, and uninterruptedly. It is expressly understood and agreed, by and between the Bidder and the Pawtucket School Department, that the time for the completion of the work described herein in the Bid Form is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract.

Failure to perform within the time limit specified could result in substantial damages. The Bidder should be made aware that it will be held totally responsible for such additional costs, and should be prepared to take any and all measures to complete the job within the time frame listed. The Bidder agrees to the time of completion as scheduled.

SCOPE OF SERVICE

The Pawtucket School Department is seeking a Medicaid Billing System Agency to provide services for Medicaid Reimbursement.

1. The Pawtucket School Department is seeking proposals from a qualified Medicaid Billing System Agency to serve and to design a data collection system utilizing the EPSDT list, incorporate the data and submit to EDS for reimbursement. The Bidder will document extensive experience with school district submission criteria and will provide a list of references. Bidders will provide evidence of experience in managing a “Fee for Service” system.
2. The Bidder will provide a letter of introduction and qualifications describing the firm, names and professional qualifications of the personnel who will be working on the Medicaid reimbursement if awarded the contract.
3. The Bidder must show evidence of the ability to integrate special education data from existing student information systems. Direct link for services provided and record in the system insuring all services provided are billed and reimbursed.
4. The Bidder must include a written proposal to address the following issues:
 - Review of records for eligibility for Medicaid reimbursement
 - Send claims to EDS-w/capacity to use electronic claims option
 - Process timely claims with all payments remitted directly to the Pawtucket School Department.
 - Demonstrate experience with school department/municipality claims including:
 - Processing procedures
 - Confidentiality
 - Specific concerns related to educational agencies
 - Provide monthly reports on status of all claims including:
 - Accounts receivable
 - Patient balances
 - Insurance aging
 - Management impact
 - Provide on-site monthly review of submission forms
 - Provide assistance to the Pawtucket School Department:

- Customizing service/forms
- Provide information on changes in regulations
- Free phone support
- Provide audit assistance as needed

- Shall conduct the following services

- Twice annual, or as needed for new hires, training for all Pawtucket School Department employees (and subcontractors) on electronic submission of Administrative Claiming/Time Studies
- Twice annual, or as needed for new hires, training for all district staff (and subcontractors) on electronic submission of Service and Case Management Logs.
- Management of district-specific database for used National Provider Numbers and taxonomies
- Quarterly Time Studies training and coordination

****Option #2 pricing, the bidder may price without the service of training district employees and subcontractors on electronic submission of administrative and direct service claiming/time studies.**

- Works directly with the Business Office and Special Education Department of the Pawtucket School Department.

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5. Terms of Contract:

- Two-year, nine-month contract starting Oct 1, 2015 through June 30, 2018 with option to renew for two (2) additional one -year terms.
- The Bidder must stipulate a percentage fee structure for the cost of the service. The fee will be based on the total Medicaid payments collected by the Pawtucket School Department.
- The Pawtucket School Department will have the right to terminate any contract by providing a written notice ninety (90) day notice prior to termination, or earlier if agreed to by both parties.

Bid Form

Medicaid Billing Services Bid

Please identify in your proposal the fee structure for managing the direct service Medicaid billing and a separate fee structure for managing the administrative Medicaid billing programs. The Pawtucket School Department reserves the right to award a contract for either direct service billing or administrative billing or both.

The bid specification indicates a term of two years and nine months contract with the option to renew for two (2) additional one-year periods. Please identify the fee structure for the two-year, nine month contract period and two (2) alternate years. Proposals must be submitted not later than 10:00 a.m. on Monday, August 17, 2015.

This form must be used for submitting proposal.

BID FORM

SCHOOL DISTRICT Pawtucket School Department

OPTION #1 Mandatory pricing includes all of scope of services

2 Year 9 month Contract

Extended Contract 2 additional year

Option year 1 of 2

Option year 2 of 2

Direct Billing _____ %

_____ %

_____ %

Administrative Billing _____ %

_____ %

_____ %

OPTION #2 Alternative Optional pricing as referenced in scope of services regarding exclusion of training on time study submission

2 Year 9 month Contract

Extended Contract 2 additional year

Option year 1 of 2

Option year 2 of 2

Direct Billing _____ %

_____ %

_____ %

Administrative Billing _____ %

_____ %

_____ %

COMPANY

CONTACT PERSON

SIGNATURE

DATE

EMAIL ADDRESS

CITY, STATE, ZIP CODE

PHONE & FAX NUMBERS