

**NEWPORT COUNTY REGIONAL SPECIAL EDUCATION PROGRAM**

*Serving the Communities of Little Compton, Middletown and Tiverton*

Oliphant Administration Building

26 Oliphant Lane

Middletown, RI 02842

Office: 401-847-3916 Fax: 401-848-5927 TTY: 1-800-745-5555

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**Request for Proposal**

Newport County Regional Special Education Program (NCRSEP) acting on behalf of the following school districts is requesting a proposal for:

**MEDICAID BILLING SERVICES**

**for**

**Barrington Public Schools**

**Bristol Warren Regional Schools**

**Newport County Regional Special Education Program**

Sealed bids for Medicaid Billing Services will be received in the NCRSEP Business Office, Administration Building, 26 Oliphant Lane 3<sup>rd</sup> floor, Middletown, RI 02842, until 10:00 a.m. on Friday, June 2, 2017 at which time they will be opened publicly.

The School Committee/Board of Directors for each School District/Program 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 respective School Districts.

Bids are to be placed in a sealed envelope and clearly marked:

**“SEALED BID – MEDICAID BILLING SERVICES”** and addressed to:

Newport County Regional Special Education Program

NCRSEP Business Office

Oliphant Administration Building

26 Oliphant Lane, 3<sup>rd</sup> floor

Middletown, RI 02842

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 each School District participating in this bid.
- C. The term “School District” shall refer to each district and the Newport County Regional Special Education Program participating in this bid.
- 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 subject the bid to being rejected at the sole discretion of the respective School Committees and Boards. School Committee shall refer to all school committees and boards as governed to the respective communities listed within this specification.
- E. The Bidder will guarantee that services will begin effective July 1, 2017.
- F. Following the opening of bids, this bid cannot be withdrawn within sixty (60) calendar days from the acceptance thereof.
- G. When applicable, the Bidders’ 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.
- H. Delivery point will be to those communities listed within this specification.
- I. Term discounts will be taken into consideration when awarding contracts. The award of any and all bids is subject to available funding.
- J. The School Committees reserve 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 each School District.
- K. In awarding the contract, the School Committees 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.
- L. It is the vendor’s responsibility to see that their 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 NCRSEP offices for the premature opening of a proposal not properly addressed and identified as a bid.

- M. 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 NCRSEP office that such non-arrival before the time set for opening was due solely to delay in the mails for which the vendor is not responsible.
- N. Telephonic, telegraphic or oral proposals, amendments or withdrawals will not be accepted.
- O. 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 vendor in preparing the proposal confers no right of withdrawal or modification of his proposal after such proposal has been opened.
- P. The School Districts are exempt from payment of the Rhode Island Sales Tax under RI General Laws, 44-18-30 (I). The School Districts are 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.
- Q. Provide at least three references, complete with name of contact and phone number, from school departments that use your service.
- R. All questions regarding bid specifications shall be directed in writing five (5) days prior to the opening of bids, submitted to Gina Augustus, Finance Manager, NCRSEP.
- S. The School District shall reserves the right to award a contract for a three-year period and/or two 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 vendor'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:

Before commencement of the contract services, the Contractor shall obtain and maintain throughout the term of this contract, the following insurance written by a company qualified to do business in the State of Rhode Island, with a rating of or greater than "A" as rated by the A.M. Best Co., and satisfactory to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program**.

The Contractor agrees to defend, indemnify, protect, save and keep harmless the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program** from any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project.

The Contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligations of the State and Employer's Liability coverage shall be provided at \$500,000/\$500,000/\$500,000. Contractor shall supply evidence of the same to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program**.

The Contractor will maintain in full force at all times during this engagement General Liability (including products and completed operations) insurance in the minimum amount of \$5,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. If the Contractor's General Liability Policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The Contractor will provide evidence of its General Liability policy to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program** naming the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program** as an additional insured to the policy.

The Contractor will maintain in full force at all times during this engagement Auto Liability insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the minimum amount of \$5,000,000 per occurrence for all damages on account of personal injuries and/or property damage. The Contractor will provide evidence of its Auto Liability policy to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program** naming the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program** as an additional insured to the policy.

The Contractor will maintain in full force at all times during this engagement Professional Liability insurance in the minimum amount of \$5,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. If the Contractor's Professional Liability Policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The Contractor will provide evidence of its Professional Liability policy to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program**.

Proof of insurance must be supplied to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program** thirty (30) days prior to the beginning of the term of contract, and then on an annual basis throughout the remainder of the contract's terms. All insurers of the Contractor shall be notified that a copy of any notice of cancellation shall be sent to the **Barrington Public Schools, Bristol Warren Regional School District, and Newport County Regional Special Education Program**.

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 Districts and authorized to do business in the State of Rhode Island.

#### BID DATE:

Bids are due by 10:00 a.m. on Friday, June 2, 2017 at the Newport County Regional Special Education Program Business Office, 26 Oliphant Lane - 3<sup>rd</sup> floor, RI 02842.

#### QUALIFICATIONS OF BIDDERS AND SUB-BIDDERS:

The district may make such investigations as he 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 District all such information and data for this purpose as the District may request. The District reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder or sub-bidders fail to satisfy the District that he is properly qualified to carry out the obligations of the contract and to complete the work.

## LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT:

Successful Bidder upon his failure or refusal to execute and deliver the contract and bonds required within ten (10) days after he has received note of the acceptance of his bid, shall forfeit to the District, as liquidated damages for such failure or refusal, the surety deposited with his bond.

## TIME COMPLETION AND DAMAGES:

It is hereby understood and mutually agreed, by and between the vendor and the district that the work will begin on a date mutually acceptable to the School District and the Vendor. The Vendor agrees that said work shall be prosecuted regularly, diligently, and uninterruptedly. It is expressly understood and agreed, by and between the Vendor and the School District, 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 he 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

Acting on behalf of Barrington Public Schools, Bristol Warren Regional Schools, and Newport County Regional Special Education Program (serving the Towns of Little Compton, Middletown, and Tiverton), NCRSEP is seeking a Medicaid Billing System Agency to provide services for Medicaid Reimbursement.

1. Newport County Regional Special Education Program (NCRSEP) on behalf of Barrington Public Schools, Bristol Warren Regional Schools, and Newport County Regional Special Education Program (NCRSEP) 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 each school district included herein.
  - Demonstrate experience with School District/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 School Districts:
    - Customizing service/forms
    - Provide information on changes in regulations
    - Free phone support
    - Provide audit assistance as needed
  - Shall conduct the following services:
    - Twice annually, or as needed for new hires, training for all district staff (and sub-contractors) on electronic submission of Administrative Claiming/Time Studies
    - Twice annual, or as needed for new hires, training for all district staff (and sub-contractors) 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 pricing, the bidder may price for shared services wherein the vendor:
    - Assists client in set up of daily/weekly/monthly routine.
    - Oversees claim submissions for each cycle.
    - Oversees denials, adjustments, and voids.
    - Fixes claims whenever necessary
    - Ensures responsibility for eligibility checking and management
    - Prepares and delivers, at a minimum, quarterly billing summary reports.

- Works directly with the Business Offices and Special Education Departments of the Barrington Public Schools, Bristol Warren Regional Schools, and Newport County Regional Special Education Program.

5. Terms of Contract:

- Three year contract starting July 1, 2017 through June 30, 2020 with option to renew for two (2) additional one (1) 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 provider School District.
- Each community will have the right to terminate their individual contract by providing a written notice 90 days prior to termination, or earlier if agreed to by both parties.
- Each community will have the right to terminate their individual contract or be afforded the same pricing if another collaborative purchasing bid is awarded.

# 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 for each community. School Districts reserve the right to award a contract for either direct service billing or administrative billing or both.

The bid specification indicates a term of Three Year contract with the option to renew for 2 additional 1-year periods. Please identify the fee structure for the three-year contract period and 2 alternate years. Proposals must be submitted not later than 10:00 a.m. on Friday, June 2nd, 2017.

This form must be used for submitting proposal. Provide a separate form for each district.

### BID FORM

SCHOOL DISTRICT \_\_\_\_\_

	<u>Three Year Contract</u>	<u>Extended Contract 2 additional year</u>	
		Forth year	Fifth year
Full Service Pricing:			
Direct Billing _____ %	_____ %	_____ %	_____ %
Administrative Billing _____ %	_____ %	_____ %	_____ %
Option Pricing:			
Direct Billing _____ %	_____ %	_____ %	_____ %
Administrative Billing _____ %	_____ %	_____ %	_____ %

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
CONTACT PERSON

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE NUMBER & FAX NUMER

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
EMAIL ADDRESS