



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

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Request for Proposal

For

Medicaid Billing Consultant and Service

For The

Whitfield County Schools

Purchasing Department

1030 Hill Road

Dalton, GA 30721

RFP # WCS-AD-2021-011

September 13, 2021

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SECTION 1.0
NOTICE TO INTERESTED COMPANIES

1.1 Product / Service: **Medicaid Billing Consultant and Service**

1.2 Owner: **Whitfield County Board of Education
1306 South Thornton Ave.
Dalton, Georgia 30720**

1.3 Representative of Owner: **Jim Fugate
Procurement Officer**

1.4 Anticipated Time Frames:

Issue RFP to market	September 13, 2021
Pre-Proposal meeting	September 22, 2021
Questions on RFP due	September 27, 2021
Response to questions posted	September 30, 2021
RFP responses due in Procurement Office by 2:00pm	October 8, 2021
Proposal Evaluations	October 9, 2021
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	November 1, 2021

Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

2.1 **QUESTIONS**

All questions are to be submitted on Vendor Registry at:

<https://wcsга.net/purchasing> -> Open Solicitations

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

September 22, 2021 at 2:00pm

Vendors arriving more than 5 minutes late will not be allowed to participate.

at

**Student Services Center
201 East Tyler Street
Dalton, GA 30721**

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-AD-2021-011 Medicaid Billing Consultant and Service”** and submitted to:

Jim Fugate
Procurement Officer
1030 Hill Road
Dalton, Georgia 30721

OR

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

<https://wcsга.net/purchasing> -> Open Solicitations

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on October 8, 2021**

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SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board; 4) award purchases on an individual item or combined item basis, whichever is in its best interest.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

www.wcsga.net/purchasing

SECTION 2.0
GENERAL INSTRUCTIONS (Continued)

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract in whole or in part. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered. Whitfield County School District reserves the right to award the contract in whole, or in part to one or more vendors.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included. The Contract shall terminate immediately and absolutely at such time as appropriate and otherwise unobligated funds are no longer available to satisfy District's obligations under this Contract.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at www.wcsga.net/TermsAndConditions

END OF SECTION

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SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product or Service: Medicaid Billing Consultant and Service

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

Titled: Medicaid Billing Consultant and Service
Dated: September 13, 2021

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Contact person email address / phone number

Business Address

Federal I.D. Number

END OF SECTION

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SECTION 3.0
PROPOSAL FORM (Continued)

Base Services Cost Proposal

_____ (Company) agrees to each specification listed in the RFP **Medicaid Billing Consultant and Service** and submits the proposal of:

_____ Percent (%) of Total Billing for services rendered.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Director of Special Education**.

Additional Cost Items

_____ (Company) agrees to the following hourly rates for additional work provided outside the terms of the contract.

_____ Hourly rate for services rendered.

For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.

**BuyBoard
E&I Cooperative Services
OMNIA Partners
NCPA – National Cooperative Purchasing Alliance
Sourcewell
TIPS – The Interlocal Purchasing System**

Include this form with your complete proposal as detailed in:

SECTION 5.0 PROPOSAL REQUIREMENTS
TAB 5 Cost

END OF SECTION

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SECTION 4.0

SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Cost, 2. Response, 3. Suitability, 4. References and 5. Management.

PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.

4.1 COST

4.1.1 Determination based on price proposal.

4.2 MET RFP RESPONSE REQUIREMENTS

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

4.3 SUITABILITY FOR PURPOSE

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

4.4 REFERENCES / EXPERIENCE WITH COMPANY

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

4.5 MANAGEMENT EXPERTISE

4.5.1 Management experience and education sufficient for success

Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

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SECTION 5.0

PROPOSAL REQUIREMENTS

5.1 Proposal Requirements:

The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:

TAB 1 Company and contact information

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

TAB 2 Understanding and Ability to meet all RFP Requirements

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

TAB 3 Satisfactory Record of Performance

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

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TAB 5 Cost

1. Submit total cost of proposal with adequate detail to identify cost of separate classifications of products / services.

TAB 6 Additional information not requested.

END OF SECTION

SECTION 6.0

PRODUCT / SERVICE REQUIREMENTS

6.1 GENERAL REQUIREMENTS

- 6.1.1 Provide Medicaid Billing Consulting and Services for K12 School District.
- 6.1.2 Provide cost proposal specified as a percent (%) of total billing.

6.2 SERVICE LEVEL AGREEMENT

- 6.2.1 Vendor must maintain up to date knowledge and compliance with the following:
 - Federal - Individuals with Disabilities Education Act (IDEA)
 - State of Georgia - Children’s Intervention School Services (CISS)
 - State of Georgia – Medicaid Administrative Claiming for Education (ACE)
 - State of Georgia - Department of Community Health (DCH)
- 6.2.2 All consulting and billing must be in compliance with all Federal, State and local laws that are in existence or are implemented in the future.
- 6.2.3 Determine appropriate state Medicaid billing given differences in: group size limits, documentation requirements, supervision requirements, and provider requirements.
- 6.2.4 Additional differences may include: documentation for services provided “under the direction of” – including “sign off” by qualified personnel – and the payment rates for school based providers.
- 6.2.5 The chosen Medicaid provider must be knowledgeable of all eligible programs and group size limits as well as documentation, supervision and provider requirements.
- 6.2.6 The successful respondent must acknowledge that the time study is the primary mechanism for identifying and categorizing Medicaid administrative activities performed by school or school district employees. Additionally, the time study is the basis for developing claims for the costs of administrative activities that may be properly reimbursed under Medicaid.
- 6.2.7 Successful respondent must stay current on all rules and regulations involving Medicaid claims.
- 6.2.8 All deadlines for billing must be met.
- 6.2.9 Must have thorough understanding of the policies and procedures for Children’s Intervention Services as established by the Georgia Department of Community Health, Division of Medicaid, the PCG Claiming System, and the least intrusive and efficient ways for therapists to submit billing claims.

6.3 THE WORK/PRODUCT

- 6.3.1 Perform Medicaid billing for the district.
- 6.3.2 Billing will include eligible school based services including: speech language therapy, occupational therapy, physical therapy and nursing services.
- 6.3.3 Perform time studies. Random Moment Time Studies (RMTS) process.
- 6.3.4 Assist district with enrolling children in Medicaid.

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- 6.3.5 Assist district with determining if services are medically necessary.
- 6.3.6 Determine and advise district if the services are to be covered by state Medicaid plan or authorized by the federal Medicaid statute and make billings accordingly.
- 6.3.7 Verify that all services are listed on child's individualized education program (IEP).
- 6.3.8 Assist district in obtaining / maintaining authorization by the state as a qualified Medicaid provider.

6.4 THE FACILITIES WHERE WORK IS TO BE PERFORMED

- 6.4.1 For various schools within the Whitfield County School District.

END OF SECTION

SECTION 7.0
ADDITIONAL INFORMATION

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

END OF SECTION

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SECTION 8.0
ADDITIVE / ALTERNATE

END OF SECTION

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SECTION 9.0 EVALUATION MATRIX / COMMITTEE

RFP Respondent Selection Matrix
Medicaid Billing Consultant and Service
WCS-AD-2021-011
September 13, 2021

Categories

Respondents	Ranking	Weighted	Ranking	Weighted	Ranking	Weighted
Price	30%	0		0		0
Met RFP Response Requirements	25%	0		0		0
Suitability for Purpose	20%	0		0		0
Experience with Company	15%	0		0		0
Management Expertise	10%	0		0		0
Total Points		<u>0</u>		<u>0</u>		<u>0</u>

Note: All RFP requirement must include Certificate of Insurance that meets RFP stated requirements.

Signed

Date

Ruthie Rule - Director Special Education

Karey Williams - Deputy Superintendent

Allison Oxford - Counselor

Dianne Mosely - Counselor
