



## BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	July 24, 2019	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing
Title (Subject):	RFP 19MISC10, Medical Claims Processing Software/Service	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies, grants over \$25k)	<input type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input checked="" type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 19MISC10, Medical Claims Processing Software/Service	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____ Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Comment: _____
Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to <a href="mailto:jeremy.eccard@fcps.org">jeremy.eccard@fcps.org</a> and <a href="mailto:kelly.gordon@fcps.org">kelly.gordon@fcps.org</a> .		

**PURPOSE OF PRESENTATION:** Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

**BACKGROUND/SUMMARY:** The intent of this solicitation is to establish a contract with a qualified firm to provide software/services for filing reimbursement claims for eligible expenses of students with disabilities who are Medicaid eligible.

**PRESENTER(S) & TITLE(S):**

Kim Miskell, CSBO, Assistant Purchasing Manager  
 Michelle Concepcion, Director of Instruction and Student Performance

**SUBMITTED BY:**

Kerrie Koopman CPPB, CPPO, Purchasing Manager  
 Leslie R. Pellegrino, Chief Financial Officer

**RFP 19MISC10**  
**MEDICAL CLAIMS PROCESSING SOFTWARE/SERVICE**

**FACT SHEET**

A. **Overview:** This recommendation is to establish a contract with a qualified firm to provide software/services for filing reimbursement claims for eligible expenses of students with disabilities who are Medicaid eligible. Sealed proposals were opened on June 13, 2019.

1. **RFP participation:**

77 proposals downloaded  
4 companies submitted RFP

2. **Proposals were received from:**

**CompuClaim, (Newport, RI)**  
Sivic Solutions Group, LLC, (Utica, NY)  
Complete Medical Systems, Inc., (Baton Rouge, LA)  
Public Consulting Group, Inc., (Boston, MA)

3. **Other facts:**

- The contract term will be effective for a three-year period from the date of award through June 30, 2022, with one two-year renewal option available.
- Approximately 4,000 students receive special education services of which 1,600 may be eligible under Medicaid. Medicaid reimbursement can be received for covered services when they are included in the student's Individualized Education Plan (IEP). Claims for services can include, but is not limited to, speech/language therapy, physical therapy, occupational therapy, psychological services, transportation services and audiology and case management cost.
- Vendor selection is based on the total score of each vendor's technical and cost proposal,
- Approximately \$80,000.00 was spent in FY19 for these services.
- This contract will be administered by Michelle Concepcion, Director of Instruction and Student Performance.

4. **Source of funding:** FY20 Approved Operating Budget and contingent upon Board approval of FY21 and FY22 Operating Budgets.

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B. **Recommendation:** Staff recommends the contract for RFP 19MISC10, Medical Claims Processing Software/Service, be awarded to CompuClaim, Inc. ((Newport, RI), per the attached scoring summary and bid tabulation.

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C. **Action taken by the Board (Purchasing use only):**

_____ Approved	_____ Denied	_____ Deferred	_____ Other	KM/jc
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 07.24.19

**RFP 19MISC10, MEDICAL CLAIMS PROCESSING SOFTWARE/SERVICE  
SCORING SUMMARY**

<b>Firm</b>	<b>TECHNICAL SCORE 185 POINTS MAX</b>	<b>COST SCORE 100 POINTS MAX</b>	<b>TOTAL SCORE</b>
CompuClaim	185	100	285.00
Complete Medical Solutions	70.58		
Public Consulting Group, Inc.	58.92		
Sivic Solutions Group LLC	52.79		

TECHICAL - 185 points assigned as follows:

**Required Functionalities**

**Capable of integrating with existing systems used by FCPS**

- Automates school-based Medicaid billing (health related, individualized educational programs, service coordination, transportation, etc.)
- Software integrates with Maryland Online IEP system
- Software integrates with eSchool Plus Student System.
- Supports Single Sign On integration

**Query and Report Features**

- (claim status, potential and actual medical assistance revenue, outstanding calims, claims management reports)

**Compliance with Regulations and Policies**

- Health Insurance Portability and Accountability Act (HIPPA) compliant with data collection and electronic data sets to meet HIPPA standards.
- Family Educational Rights Privacy Act (FERPA).
- Maryland State Department of Education Billing regulations and guidelines.
- Departments of Mental Health and Hygiene regulations and guidelines.
- Frederick County Public Schools (FCPS) policies and regulations.
- Maryland Student Data Privacy Act of 2015 H.B. 298.

**Service Portal**

- Software is a tool allowing FCPS to manage its own direct service Medicaid claiming process.
- Software must allow for the export of data to multiple, varied media platforms such as Microsoft Excel and Access.

**Guarantees security of student data at all times.**

- All transit communications must be protected with Transport Layer Security (TLS) 1.2 or better
- The vendor must provide a Service and Organization Controls (SOC) 2 report for review.

**Automates the student eligibility verification process**

**Other:**

- Business Structure
- Insurance, Financial and Legal Issues
- Experience of Staff Assigned to the Project
- References
- Demonstrated Understanding of Scope, Project, Approach and Identification of Outcomes
- Exceptions

**RFP 19MISC10, MEDICAL CLAIMS PROCESSING SOFTWARE/SERVICE  
BID TABULATION**

COMPUCLAIM, INC.						
SOFTWARE LICENSE(S) - (LIST BELOW)		TOTAL PRICE				
		Year 1	Year 2	Year 3	Year 4	Year 5
1	CompuClaim Service Partial & Claims Management License	\$ 61,500.00	\$ 61,500.00	\$ 61,500.00	\$ 63,500.00	\$ 63,500.00
2	CompuAnalytic Tool (Optional)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3		\$				
	TOTAL COST FOR SOFTWARE LICENSES	\$ 61,500.00	\$ 61,500.00	\$ 61,500.00		
IMPLEMENTATION		TOTAL PRICE				
		Year 1	Year 2	Year 3	Year 4	Year 5
1	IMPLEMENTATION PROCESS	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
2	TRAINING SERVICES	2 days/onsite included - Year 1				
3	DATA CONVERSION	\$180/hr if required				
4	INTEGRATION SERVICES	\$180/hr if required				
	TOTAL COST FOR IMPLEMENTATION	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
ONGOING NEW STAFF TRAINING		TOTAL PRICE				
		Year 1	Year 2	Year 3	Year 4	Year 5
1	TRAINING COST PER DAY (Optional)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00
	TOTAL COST FOR NEW STAFF TRAINING PER YEAR	\$				

<b>TOTAL COST</b>	<b>\$ 76,500.00</b>	<b>\$ 61,500.00</b>	<b>\$ 61,500.00</b>
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Proposal noted that all state mandated changes are configured at no charge to the school system throughout the contract agreement.