



To: Matt Morgan
Assistant Superintendent of Support Services

From: Severin Castro
Director of Purchasing

Date: June 15, 2017

Re: Medicaid & Student and Health Related Billing Services
Annual Contract #17-05-5341RFP

The following bids were received and opened at 3:00 p.m., Friday, May 26, 2017 as advertised and specified in documents concerning **Annual Contract #17-05-5341RFP Medicaid & Student and Health Related Billing Services**. The bids received are located on page 3.

Recommendation: MSB Consulting Group, LLC

Funding: SHARS Funds

Estimated Expenditure: 3% of SHARS Reimbursement
\$165,500.00 - \$600,000.00 (Based on current and projected SHARS reimbursement)

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Special Education - Instructional Support Center/South

10300 Jones Rd. Houston, Texas 77065-4208
281-897-6400 Fax: 281-897-6403

To: Dr. Mark Henry
Board of Trustees

From: Dan McIlduff
Assistant Superintendent for Educational Support Services

Date: May 31, 2017

RE: Medicaid & Student and Health Related Billing Services
Request for Proposal # 17-05-5341RFP
Contract Award Recommendation

CC: Linda Macias
Associate Superintendent for Curriculum Instruction and Accountability

The District received six (6) proposals for RFP#17-05-5341RFP on Friday, May 26, 2017 from interested providers for Medicaid & Student and Health Related Billing Services. The resulting contract has a term of 3 years. Proposals were received from the following companies: Houston Independent School District – Medicaid Finance and Consulting Services, Lone Star Educational Billing Services, Inc., MSB Consulting Group, LLC, Public Consulting Group, LLC, Texas Association of School Boards, Inc., and Texas State Billing Services, Inc. A contract is needed to provide a full service electronic solution for Medicaid & Student and Health Related Billing. The awarded provider must be able to maximize reimbursements and minimize administrative burden while also offering training to staff and ensuring compliance. The awarded system must be user friendly with due consideration of additional teacher/staff time and work load. Additionally, it must fully integrate with the current CFISD Special Education Management system.

A four member committee individually reviewed each proposal. The following CFISD employees participated in the process: Dan McIlduff, Assistant Superintendent for Educational Support Services; Karin Olsen, Assistant Director for Student Appraisal; Melanie Ceynar, Coordinator for Student Programming; and Jennifer Hurt, SHARS/MAC Specialist.

Based on the proposals submitted and the evaluation criteria set forth in the RFP, we recommend MSB Consulting Group, LLC for award.

If you should have any questions or concerns, please do not hesitate to contact me at 281-897-6421 – ISC South, room 611.

Regards,

Dan McIlduff

**Medicaid & Student and Health Related Billing Services
Request for Proposal #17-05-5341RFP
Proposal Opening: May 26, 2017 3:00 PM, Page 3 of 3**

		HISD - Medicaid Finance & Consulting Services	Lone Star Educational Billing Services, Inc.	Texas State Billing Services, Inc.	Public Consulting Group, LLC	<u>MSB Consulting Group, LLC</u>	Texas Association of School Boards, Inc.
Evaluation Criteria	Possible Points						
Purchase Price and long term cost to the District to acquire the vendor's goods and services.	10¹	3 4% of SHARS \$220,665.72	3 4.5% of SHARS \$248,248.94	2 6% of SHARS \$330,998.58	4 3% of SHARS \$165,499.29	<u>4</u> <u>3% of SHARS</u> <u>\$165,499.29</u>	10 ² \$16,250 Quarterly \$65,000.00
Projected increase in SHARS revenue.	5³	5 \$13,521,299	0	1 \$346,982	0	<u>5</u> <u>\$13,271,757</u>	0
Reputation of the vendor and the vendor's goods and services.	15	15	15	15	15	<u>15</u>	15
Quality of the vendor's goods and services. ⁴	25	20	10	10	10	<u>25</u>	10
The extent to which the vendors goods and services meet the needs of the District. ⁵	25	20	10	10	10	<u>25</u>	10
Technical support of the application. ⁶	20	15	10	15	5	<u>20</u>	10
Totals:	100	78	48	53	44	<u>94</u>	55

¹ The costs used for evaluation were calculated based on the 2016 SHARS total reimbursement of \$5,516,643.00. This is a recurring annual expense.

² TASB provided a flat annual rate for services provided.

³ Points awarded based on the firms projected annual increase in SHARS reimbursement. Lone Star, PCG and TASB did not provide reimbursement increase projections.

⁴ The ratings for quality of goods and services were based on the vendor's ability to provide the comprehensive services the District is seeking to obtain.

⁵ The ratings for the extent the vendor's goods and services met the District's explicitly described needs were based on the responses received from the vendors in their RFPs. We currently have a provider that provides a platform and support services and charges a flat rate. The District is seeking a vendor that will provide a comprehensive service that will enhance the District's ability to minimize the work load for staff who report SHARS and maximize revenue for the District.

⁶ The ratings for technical support of the application were based on the responses received from the vendors that detailed how support would be provided to staff utilizing SHARS.