

COLLEGE STATION I.S.D.
9204 ROCK PRAIRIE ROAD, COLLEGE STATION, TX. 77845
(979) 764-5408

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Martindale
DATE: December 11, 2017
SUBJECT: Request for Proposals (RFP) #18-002 Medicaid Reimbursement Services

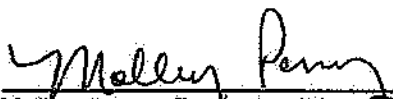
Request for Proposals (RFP) #18-002, Medicaid Reimbursement Services was mailed October 27, 2017 to four vendors, posted on the district website and advertised October 27 and November 3, 2017. Four (4) vendors responded to the RFP, which opened November 28, 2017.

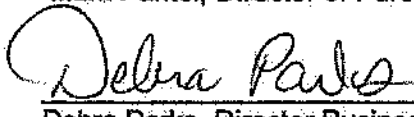
<u>Bidder</u>	<u>Fee</u>
Lone Star Educational Billing Services	4% (year 1) 3.5% (year 2)
Texas State Billing Services	5%
Houston ISD Medicaid Finance & Consulting Services	4%
MSB Consulting Group	7%

The proposal was based on fees and services as a percentage of Medicaid payments received from reimbursements settlements. Staff from the Purchasing, Special Services and Business Department evaluated and scored the proposals using the evaluation criteria in the RFP. The committee used the attached evaluation matrix to score each proposal and recommend a provider for the district. MSB Consulting Group received the highest score from the committee.

It is the recommendation of Mark Pantel, Director of Purchasing and Molley Perry, Executive Director of Special Services and Debra Parks, Director of Business to award Request for Proposals (RFP) #18-002 Medicaid Reimbursement Services to MSB Consulting Group. This RFP will award be effective January 1, 2018 through December 31, 2019 with an option to renew for two (2) additional year terms if agreed to by both parties sixty (60) days prior to expiration of each term.


Mark Pantel, Director of Purchasing


Molley Perry, Executive Director for Special Services


Debra Parks, Director Business

**COLLEGE STATION I.S.D.
EVALUATION MATRIX- RFP #18-002 Medicaid Reimbursement Services**

Bidders			Lone Star Billing Services, Inc.	Houston ISD Medicaid Finance & Consulting Services	MSB Consulting Group, LLC	Texas State Billing Services, Inc.
	Evaluation and Selection Criteria	Points				
1	The Purchase Price:					
	a) Percentage of Medicaid Payments received from Reimbursements;	10 pts.	10	9	7	8
	b) Percentage of Medicaid Payments received from Settlements;	10 pts.	10	9	7	8
2	The reputation of the vendor and of the vendor's goods or services;					
	a) Experience with Other School Districts of Like Size;	0-10 pts.	8	9	9	8
	b) Experience: Proven Success Rate with Other Districts;	0-5 pts.	5	5	5	5
3	The quality of the vendor's goods or services;					
	a) Ease of use for the End Users;	0-10 pts.	5	7	9	8
	b) Proven increased revenue with the use of Proposed Services;	0-10 pts.	8	8	8	8
4	The extent to which the goods or services meet the district's needs;					
	a) Provided information on how System increased SHARS for the District;	0-10 pts.	4	7	9	6
	b) Provided Information on Proposed Electronic Documentation Increasing Efficiency of Service Submissions to TMHP;	0-10 pts.	5	9	9	8
5	The vendor's past relationship with the district and other educational institutions;					
	a) Vendor's past relationship with the District of like size;	0-10 pts.	8	8	9	7
6	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;					
	a) This criterion does not apply as CSISD does not have a HUB inclusion policy;	0-5 pts.	0	0	0	0
7	The long-term cost to the district to acquire the vendor's goods or services;					
	a) Cost for annual renewal or percentage of renewal cost if multi-year program proposed.	0-5 pts.	5	4	4	4
8	Whether the vendor or the vendor's ultimate parent company or majority owner:					
	a) has its principal place of business in this state; or	0-0 pts.	0	0	0	0
	b) employs at least 500 persons in this state; and	0-0 pts.	0	0	0	0
9	Any other relevant factor specifically listed in the request for bids or proposals.					
	a) Respondent's demonstrated capability and financial resources to perform required services;	0-5 pts.	3	5	5	3
	b) Extent to which the vendor offers training and support.	0-5 pts.	3	5	5	4
	Total Points	0-100 pts	68	85	87	77
	Vendor Award Recommendation MSB Consulting Group, LLC					
	Evaluators: Moley Perry, Mark Pamel, Debra Parks, Lindsey Fuentes					
	Signatures: <i>M. Pate</i> <i>Debra Parks</i> <i>Moley Perry</i> <i>Lindsey Fuentes</i>					
	Date: 12-11-17					

**College Station Independent School District
RFP #18-002 Medicaid Reimbursement Services**

Description		Lone Star Billing Services, Inc.	Houston ISD Medicaid Finance & Consulting Services
1.	Company Name	Lone Star Educational Billing Services, Inc.	Houston ISD- Medicaid Finance & Consulting Services
2.	Company Address:	PO Box 1304 Tomball, TX 77377	Houston ISD- Medicaid Finance & Consulting Services
3.	Telephone No.:	281-290-8785	5827 Chimney Rock Road Ste 2200, Houston, TX 77081-2714
4.	Email Address:	loanstared@aol.com	855-381-6327
5.	Submitted by:	Brenda Spiess	mgonzal4@houstonisd.org Michael Gonzales
6.	Offer Form		
7.	Percentage of Medicaid Payments received from Reimbursements, Claims, Settlements:	1st year - 4%, 2nd and 3rd year- 3.5%	4%
8.	Contact Person(s)		
9.	Contact no. 1 Name:	Brenda Spiess	Michael Gonzales
10.	Title:	President	General Manager
11.	Telephone:	281-290-8785	713-556-9130
12.	Internet/Email Address:	loanstared@aol.com	mgonzal4@houstonisd.org
13.	Contact No. 2 Name:	Brandi Spiess	Charlene K. Carroll
14.	Title:	Accountant	Senior Manager
15.	Telephone:	281-290-8785	713-556-9129
16.	Internet/Email Address:	brandi.spiess@gmail.com	Ccross@houstonisd.org
17.	Type of Organization:	Corporation	Non-Profit Educational
18.	Annual Sales, 2013, 2014, 2015, 2016:	2013- \$852,766, 2014- \$1,244,060, 2015- \$930,000, 2016- \$1,212,447	See C.A.F.R. online at HoustonISD.org
19.	Proposal:	Included	Included
20.	Firm and Background Staff:		
19.	Year present firm established:	1998	1992
20.	Name of Parent company, if any:	Not applicable	Not applicable
21.	Address of parent company:	Not applicable	Not applicable
22.	List principals of firm:	Brenda Spiess	Not applicable
23.	Former company name(s), if any, and year(s) established:	N/A	Not applicable
24.	Who will be your designated representative assigned to CSISD?	Megan Ruckler	Abigail Comeaux
25.	Who will be the senior member of the firm assigned to CSISD?	Brandi Spiess	Paul Sanchez, MBA
26.	Number of employees in firm locally:	5	64
27.	Total of employees in firm (all office locations):	5	29,162
28.	Number of years your firm has been providing MEDICAID REIMBURSEMENT SERVICES:	19	25
29.	Number of years your firm has been providing MEDICAID REIMBURSEMENT SERVICES to CSISD (if any):	4	N/A
30.	Type of services provided:	Complete Administration of the districts SHARS program	No response
31.	License #s or Professional Association you are a member of that enhances the service expectation to CSISD:	Texas Council of Administrators of Special Education (TCASE), TASBO	No response
32.	SERVICES (DISCIPLINES) PROVIDED BY YOUR FIRM	Unlimited training of SHARS providers, Assist w/monitoring or random moment time study selected moments and participants. Monthly check of students Medicaid eligibility and provide SHARS providers. Entire billing process (including pre-audit of IEP documentation. Provide cost report ratios as well as any assistance on the completion of the report. Assistance with all audits. Provide information needed for quarterly certification of fund reports.	Both electronic and paper SHARS/Medicaid Claim Submissions. Monitoring and Lobbying of State & Federal Medicaid Regulations with Texas Education Agency (TEA), Health & Human Services Commission (HHSC), Centers for Medicaid & Medicare (CMS) and Texas Medicaid & Healthcare Partnership (TMHP). Medicaid Administrative Claiming (MAC) Services. SHARS cost report reconciliation and filing services. Professional Medicaid Finance & Consulting Services
33.	PERSONNEL TO BE ASSIGNED TO THIS PROJECT:	Included	Included
34.	Is your company prepared to assign a full-time employee to serve as Account Manager or primary contact to this contract?	Yes	Yes
35.	Is your company prepared to assign one or more full-time supervisor (s) to this contract?	Yes	Yes
	Organization and Staff Experience:		

#18-002 Request For Medicaid Reimbursement Services

Description	Lone Star Billing Services, Inc.	Houston ISD Medicaid Finance & Consulting Services
36.	LSEBS has been administering Texas school districts SHARs program for almost 20 years. We attend annual trainings including random moment time study, SHARS cost report, and MAC financials. We only work with school districts in the state of Texas and therefore are well versed in the state rules and regulations of the program.	Houston ISD Medicaid Finance & Consulting Service provides electronic and paper submission and processing of school-based Medicaid services such as the School Health and Related Services (SHARS program). We have over 100 client districts across Texas including the largest school district in the state. Our executive management team has over 20 years experience in K-12 education and SHARS services. We provide on-site support and technical assistance for reviews and audits conducted by the Center of Medicaid & Medicare (CMS), Texas Health & Human Services Commission (THHSC), US General Accounting Office (GAO) and Texas Education Agency (TEA) including accompanying staff to required meetings or audits with state or federal officials.
37.	Staffing Plan:	Included
38.	Professional Liability Insurance:	Included
39.	Describe limits per project	\$5,000,000.00
40.	Describe limits in aggregate	\$5,000,000.00
41.	Describe deductible	None
42.	Number of claims asserted against your firm in the last five years.	No applicable
43.	School District Experience	
44.	Total number of school district clients your firm has serviced:	over 200
45.	Has your firm provided MEDICAID REIMBURSEMENT SERVICES detailed in the RFP for K-12 public school districts in the past?	Yes
46.	If yes, list up to three school districts that your firm has provided services to and describe the type(s) of services provided:	Huntsville ISD, Bryan ISD, New Braunfels ISD
47.	Project References:	No
48.	School District:	San Antonio ISD
49.	School District:	Aldine ISD
50.	School District:	Ector ISD
51.	School District:	Round Rock ISD
52.	School District:	Temple ISD
53.	Has your firm lost any contracts within the last year due to performance issues? If "Yes," please explain.	No
54.	State that you will provide a copy of your company's financial statements for the past two (2) years, if requested by the Owner.	We can provide copies of our company's financial statements for the last two years if requested by owner.
55.	Provide a Financial rating of your company and any documentation (Dunn and Bradstreet analysis) which indicates the financial stability of your company.	Not applicable- we are a non-profit governmental and educational organization
56.	Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity?	No
57.	If yes, please explain the impact both in organizational and directional terms.	None
58.	Provide any details of all past or pending litigation or claims filed against your company.	None
59.	Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.	None
60.	If yes, specify date(s), details, circumstances, and prospects for resolution.	None
61.	Does any relationship exist whether by relative, business associate, capital funding agreement or any such kinship exist between your company and any of the Owner's employees? If yes, please explain.	No

#18-002 Request For Medicaid Reimbursement Services

Description		Houston ISD Medicaid Finance & Consulting Services	
62.	What difficulties do you anticipate in serving the Owner and how do you plan to manage these? What assistance will you require from the owner?	None	We do not anticipate any difficulties in serving the College Station ISD
63.	Describe your company's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured.	LSEBS strives to provide excellent service to not only the administrative staff of the district but to all of the district's SHARS participants. With a designated billing representative the district's providers are always able to reach someone easily and receive a quick response.	Houston ISD - Medicaid Finance & Consulting Services, as a school district ourselves, we recognize the challenges of finding resources to provide your students with the best education experience possible. We are here to help and serve your district needs with our expertise and years of experience in a compliant, ethical, and fiscally responsible manner.
64.	Describe your company's quality assurance program, what are your company's requirements, and how are they measured?	LSEBS pre-auditing process ensures all appropriate documentation is in place in the students current IEP prior to billing which ensures the district receives "clean" interim funds that are not likely to be recouped during an audit.	We provide on-line verification/approval for therapy services requiring supervision. We conduct comprehensive Financial & GAP analysis of all services to ensure revenue maximization. Pursuant to IDEA SHARS Parental Consent Regulations, we establish the monitoring of parental consent authorization forms through our electronic database. Our secure system adheres to both HIPAA and FERPA regulations. We conduct annual ARD/IEP documentation reviews to maintain the district AUDIT ready.
65.	Provide a list of any services not specified in this RFP that your company will provide the Owner.	LSEBS does several things different from our competitors to ensure compliance with the program prior to billing personal care services. We first verify that student has a parental consent and a valid personal care supplement in place. We then go a step further and deduct any other services the student received during the same time as the personal care claim. This is a completely unique step from all competitors.	Houston ISD -Medicaid Finance & Consulting Services provides these services at no additional cost: Annual SHARS Workshop/Conference for all client districts, Bilingual SHARS training (English/Spanish) ,training and monitoring of random moment time study (RMTS) and quarterly certification of participant list (PL)
66.	Provide details regarding any special services or product characteristics, or other benefits offered, or advantages in the Owner selecting your company.	The district can have peace of the mind knowing that they are always ready for an audit due to the pre-audit process performed by LSEBS.	HISD has the unique advantage of contracting with other school districts via Interlocal Agreements. An interlocal agreement is one of six procurement methods allowed under Section 44.031 of the Texas Education Code. We have established strategic partnerships and alliances with the following professional organizations: TASBO, TCASE, TASA, TASB, MASBA, and ACET.
67.	References:	Complete	Complete
68.	Authorization:	Complete	Complete
69.	Felony Conviction:	Complete	Complete
70.	Non-Collusive Bidding Certificate:	Complete	Complete
71.	Type of Firm:	None	None
72.	Conflict of Interest:	Complete	Complete
73.	Certification of Debarment:	Complete	Complete
74.	EDGAR Proposer/Vendor Certifications:	Complete	Complete
75.	HB 89 Verification:	Complete	Complete
76.	Addendum:	Complete	Complete
	Notes:		

#18-002 Request For Medicaid Reimbursement Services

Description	
1.	MSB Consulting Group, LLC TexasState Billing Services, Inc.
2.	MSB Consulting Group, LLC Texas State Billing Services, Inc. 1300 Dacy Lane Ste 250 Kyle, TX 78640
3.	12885 Research Blvd. Ste 204 Austin, TX 78750 512-501-2440
4.	cmcroff@emsconnect.com
5.	Chris Meroff Stasia Viator
6.	Offer Form Percentage of Medicaid Payments received from Reimbursements, Claims, Settlements, 5%
7.	7%
8.	Contact no. 1 Name: Thomas Wolfe Stasia Viator
9.	Title: Director of Business Development VP of Operations, Marketing and Client Relations
10.	Telephone: 956-357-0396 512-262-7282 ext 105
11.	Internet/Email Address: twolfe@emsconnect.com stasia@tsbs.cc
12.	Contact No. 2 Name: Jordan LeCroy Robert Ewen
13.	Title: Sales Consultant Vp of Finance and Business Services
14.	Telephone: 210-416-5020 512-262-7282 ext 104
15.	Internet/Email Address: jlecroy@emsconnect.com robbie@tsbs.cc
16.	Type of Organization: Sole Proprietorship Corporation
17.	Annual Sales, 2013, 2014, 2015, 2016: 2013- 2.1 million 2014- 3.5 million, 2015- 6.1 million, 2016- 8.16 million 2015- 1.6 million, 2016- 1.6 million
18.	Proposal: Included
19.	Firm and Background Staff: Year present firm established: 1998
20.	Name of Parent company, if any: None
21.	Address of parent company: N/A
22.	List principals of firm: Chris Meroff N/A
23.	Former company name(s), if any, and year(s) established: Kelly Ewen, Laura Ewen, Robert Ewen, Stasia Viator N/A
24.	Who will be your designated representative assigned to CSISD? Carae Hicher Stasia Viator
25.	Who will be the senior member of the firm assigned to CSISD? Katie Kauffman Stasia Viator
26.	Number of employees in firm locally: 60
27.	Total of employees in firm (all office locations): 102
28.	Number of years your firm has been providing MEDICAID REIMBURSEMENT SERVICES: 22
29.	Number of years your firm has been providing MEDICAID REIMBURSEMENT SERVICES to CSISD (if any): N/A
30.	Type of services provided: Medicaid Consultation and Billing Services No response
31.	License #s or Professional Association you are a member of that enhances the service expectation to CSISD: National Alliance for Medicaid and Education, Texas Council of Administration of Special Education, Urban Special Education Leadership Collaborative N/A
32.	Clinical documentation consultation, implementation and training. Complete management of Random Moment Time Study (RMTS), consultation and complete management of the Cost Report process, complete Audit support. Complete management of Medicaid Administrative Claiming (MAC) process. Budget consultation as it relates to maximizing Federal reimbursements. Management of provider credentials. SHARS Medicaid billing, training and consultative services, to include: Full service RMTS coordination, management and review. Complete Cost Report coordination, data entry preparation, review and management. Onsite, webinar and video SHARS training options on policies, rules and regulations. Complete internal and external audit support with option for mock-audit services. Full service data collection of all SHARS claims; review of all paid, denied and/or pending claims. Ability to integrate with various IEP/ARD software systems to reduce administrative burden. Full service reporting and statistical analysis reporting. Full service MAC Medicaid Claiming.
33.	SERVICES (DISCIPLINES) PROVIDED BY YOUR FIRM: Included
34.	PERSONNEL TO BE ASSIGNED TO THIS PROJECT: Yes
35.	Is your company prepared to assign a full-time employee to serve as Account Manager or primary contact to this contract? Yes Is your company prepared to assign one or more full-time supervisor (s) to this contract? Yes Organization and Staff Experience: Yes

#18-002 Request For Medicaid Reimbursement Services

Description		MSB Consulting Group, LLC		TexasState Billing Services, Inc.	
36.	MSB serves almost 500 districts across the state with special education populations ranging from less than 10 students all the way to districts of over 9,000 special education students. The supporting documents attached outline the services provided to all students we serve.				Opening their doors in 1998, TSBS continues to provide comprehensive SHARS and MAC services to Texas ISDs. The populations of our clients range from large urban districts with student enrollments in the thousands to rural districts with smaller special education populations. Employees of TSBS are required to undergo at least one full year of SHARS and MAC training prior to providing guidance to TSBS clients. This ensures our experts are trained and fully certified in all Medicaid regulatory standards. Lastly, our staff is comprised of former educators, certified technology engineers, college graduates, SHRM and Baldrige members.
37.	Staffing Plan:	Included		Included	
38.	Professional Liability Insurance:	Included		Included	
39.	Describe limits per project.	\$3,000,000.00		2 million	
40.	Describe limits in aggregate.	\$3,000,000.00		4 million	
41.	Describe deductible.	\$1,000.00		\$500.00	
42.	Number of claims asserted against your firm in the last five years.	None		None at any time	
43.	Total number of school district clients your firm has serviced:	513		150	
44.	Has your firm provided MEDICAID REIMBURSEMENT SERVICES detailed in the RFP for K-12 public school districts in the past?	Yes		Yes	
45.	If yes, list up to three school districts that your firm has provided services to and describe the type(s) of services provided:	Clear Creek ISD, Spring Branch ISD, Magnolia ISD		Edinburg CISD, Port Neches Groves ISD, Brazos ISD	
46.	Has your firm provided other services for K-12 public school districts in the past?	Yes, IEP Software		No	
47.	Project References:				
48.	School District:	Clear Creek ISD		Edinburg CSISD	
49.	School District:	Spring Branch ISD		Port Neches Groves ISD	
50.	School District:	Magnolia ISD		Brazos ISD	
51.	School District:	Harlandale ISD		Ysleta ISD	
52.	School District:	Carrollton-Farmers Branch ISD		Burleson ISD	
52.	Has your firm lost any contracts within the last year due to performance issues?	No		No	
53.	If "Yes," please explain.				
54.	State that you will provide a copy of your company's financial statements for the past two (2) years, if requested by the Owner.	Yes		TSBS will provide a copy of financial statements if requested by CSISD	
55.	Provide a Financial rating of your company and any documentation (Dunn and Bradstreet analysis) which indicates the financial stability of your company.	Please see attached		At present, TSBS does not have a financial rating	
56.	Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity?	No		No	
57.	If yes, please explain the impact both in organizational and directional terms.	None		None	
58.	Provide any details of all past or pending litigation or claims filed against your company.	None		None	
59.	Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.	No		No	
60.	If yes, specify date(s), details, circumstances, and prospects for resolution.	None		None	
61.	Does any relationship exist whether by relative, business associate, capital funding agreement or any such kinship exist between your company and any of the Owner's employees? If yes, please explain.	No		No	

#18-002 Request For Medicaid Reimbursement Services

Description		TexasState Billing Services, Inc.	
62.	What difficulties do you anticipate in serving the Owner and how do you plan to manage these? What assistance will you require from the owner?	N/A	None
63.	Describe your company's service support philosophy, how is it carried out, and how success in keeping this philosophy is measured.	Please refer to the attached document in the section entitled Customer Evangelist Philosophy	Our support philosophy is that all TSBS clients, no matter their size, are treated with the utmost value, respect and integrity. In contracting with TSBS, CSISD has the advantage of partnering with out company's most knowledgeable and highest ranking Program Director, Stasia Viator. Our commitment to CSISD is to provide exemplary support in all phases of billing, training and additional consulting services. Furthermore, TSBS will provide billing quotas and provider participation standards to measure potential vs real performance results. Results are reviewed with the district to ensure CSISD administrators are informed and have full oversight of their Medicaid reimbursement programs.
64.	Describe your company's quality assurance program, what are your company's requirements, and how are they measured?	Districts are reviewed by the entire company on a monthly basis to evaluate financial progress toward their established goal. This time is also utilized to discuss any relational issues that may exist.	TSBS prides itself on the philosophy of Reimbursement without Recoupment. TSBS has implemented a stringent quality assurance systems and department staffed with specially trained, detail oriented analysts, who apply quality control measures to each step in our billing process. Rigorous validation methods are the hallmark of our proprietary Quality Control Program. This allows TSBS to ensure the lowest risk of unfavorable audit results. Additional information regarding the TSBS quality assurance program can be found in sections 5.8 and 5.9 of the Scope of Work on Tab 7.
65.	Provide a list of any services not specified in this RFP that your company will provide the Owner.	Please refer to the documents attached under total solution.	TSBS -provided additional services are outlined on the additional vendor qualifications document located on tab6 of the table of contents.
66.	Provide details regarding any special services or product characteristics, or other benefits offered, or advantages in the Owner selecting your company.	MSB's unique approach and benefit is outlined in the attached supporting documents.	TSBS provides clients with tiered options to build a service package that is right for each client. Tiered options include: Basic or Extended Cost Report Services, MAC Services, as well as claim submission system options. Furthermore, TSBS has local district-specific SHARS experts that are assigned to each school district to ensure the utmost in custom service and support.
67.	References:	Complete	Complete
68.	Authorization:	Complete	Complete
69.	Felony Conviction:	Complete	Complete
70.	Non-Collusive Bidding Certificate:	Complete	Complete
71.	Type of Firm:	None	None
72.	Conflict of Interest:	Complete	Complete
73.	Certification of Debarment:	Complete	Complete
74.	EDGAR Proposer/Vendor Certifications:	Complete	Complete
75.	HB 89 Verification:	Complete	Complete
76.	Addendum:	Complete	Complete
Notes:			