




**REQUEST FOR PROPOSAL**  
**RFP 2008-014**

**ADDENDUM NO. 2**

To: Prospective Bidders  
From: Llew F. Perry   
Cooperative Educational Services

Date: May 15, 2008

CES has received the following questions regarding RFP 2008-014 by e-mail. Please accept the following as responses to the questions submitted.

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**Question 1:**

In reference to the above Request for Proposal, we are pleased to inform you that it is our intention to respond by the due date. In order to prepare our complete proposal we have a few specific questions and look forward to receiving your subsequent response. Compliant processing for the Medicaid Direct Service Services (DSC) program requires several key data elements from the participating school districts. This data centers on the IEP students enrolled in the individual school districts. For example; the IEP Student's full name, date of birth, primary disability (ICD9 diagnosis), the related services listed in their IEP (including scope, frequency and duration), and clinical staff (Clinicians) assigned (Caseload) to provide these services. This data can be captured from many different sources including State student information systems and manual paper reports/manual data entry. Nationally, there is an increasing use of electronic IEP systems, which provide a more efficient and accurate data source.

With reference to Cooperative Educational Services (CES) Contract # 2005-011 MXI-208-043 (Administrative Software Category 1: Special Education Management Systems for Tracking IEPs, Student and Parent Demographics, Required Communications and Other Related Activities):

Specifically what data elements are captured by the participating school districts in this system or any other systems?

Is data from these systems utilized by the Districts available in an electronic format and if so what is the format?

How many of the current CES Member Districts are utilizing each of these named systems, and what are their names and geographical locations?

**Background:**

RFP 2008-014, Section II: Scope of Work and Specifications, Categorical Scope of Work, Page 27.

“CES has a contract in place to provide its Members with assistance in the compilation of billing information, submittal of claims and financial account management of claims filed for their participation in the Medicaid Direct Service Claiming Program, hereinafter “DSC.” In addition, the program offers CES Members technical support, seminars and planning services for implementation and operation of their DSC programs. CES and its Members have found the existing program to be beneficial and cost effective.”

“The professional services offered under this RFP must be broad and complete enough for CES Members to receive optimal amount of reimbursement for services provided, while being in compliance with all federal, state and local rules, regulations and guidelines.”

“the Offeror’s response to this solicitation, the negotiations of the awarded contract and may include, but is not limited to, the following areas:

1. Implement for the CES Member and its’ identified staff a tested HIPAA compliant, Internet, web-based, electronic system for the submission of claims to the State Medicaid third party administrator and its designated representatives for eligible students and services under the State of New Mexico’s Medicaid Direct Service Claiming Program (DSC).
2. Maintain and refine the procedures to determine, identify and verify the Medicaid eligibility of students, to review records, provide claim documentation, submission and monitoring of all claims.
3. Promote and maintain an electronic, Internet-based, tracking system to monitor students receiving therapy or services, claims submitted, reimbursements received, payments billed and received.
4. Train CES Member’s staff and eligible providers, including contracted providers, which includes, but is not limited to, formal and informal presentations and provision of written or electronic materials (that is, procedures manuals and computer-aided instruction).
5. Process eligible DSC claims, which includes, but is not limited to, claim calculations, claim documentation, submission and resolution of denied claims.
6. Assist with audits or reviews that may be conducted by federal, state or local agencies responsible for the supervision and oversight of Medicaid’s school based health programs.
7. Compile and submit periodic reports to CES and its Members detailing types of reimbursable therapies and services, number of service providers by type, the number of reimbursable claims by provider and student and other necessary reports as mutually agreed upon by all parties.
8. Monitor and assess the CES Member’s DSC program, ensuring maximum reimbursement within state and federal auditing guidelines.
9. Assist in negotiations with state and federal Medicaid agencies relating to reimbursable services, credentialing, and access to Medicaid eligibility information and data transfer.
10. Develop and provide training for CES Member’s administrators regarding the overview and benefits of the Member’s DSC program.

11. Track electronically licensure of all providers associated with programs to determine which providers meet eligibility requirements to claim reimbursement.
12. Provide to the CES Member and its employees and contracted personnel, upon request, paper forms for claims collection and a reliable system of importing this data into the claims system.
13. Receive and process electronic acknowledgement and remittance advice (RA) files, to include adjudication of denied claims.
14. Assist CES Members in the analysis of data to distinguish potential claimable activities.
15. Provide optional technical assistance as requested to assist participants to meet specifications that have been established by the State.”

RFP 2008-014, Section II: Scope of Work and Specifications, Categorical Terms and Conditions, Items 2, 3 and 6 Page 29

2. If requested, the Offeror must be able to analyze and evaluate any existing DCS program of a CES Member to determine and provide information and suggestions on the programs current status and efficiency, as well as compliance with current federal, state and local requirements. Assist the Member in determining if any change is necessary and, if so, what potential benefits may be achieved.
3. Clearly identify all resources that are required by both the Offeror and the CES Member to implement, coordinate and execute a successful DCS program.
6. The Offeror must be willing and able and possess the necessary resources to provide services and support in three areas. The Offeror will supply all labor, equipment, supplies and forms necessary to complete this scope of work, except for consumable supplies and additional materials as requested in providing additional consultant services, beyond the initial fee for service billing. Alternative pricing may be proposed for CES Members assuming personnel costs.
- 6.B. Item 14. Collect and compile all billing data on a monthly basis for filing Medicaid reimbursement claims.
- 6.C. Item 3. Provide additional automation tools and technology to manage and coordinate the Medicaid in the Schools program
7. The Offeror, as part of its response, will include proposed fee and cost schedules addressing all aspects of proposed solutions for a maximum of a four (4) year period. The successful Offeror will be paid from the revenues received by the CES Members from Medicaid refinancing, and said fees/costs schedules proposed should take this fact into consideration.”

RFP 2008-014, Section II: Scope of Work and Specifications, Required Categorical Responses, Items 2 and 3, Page 31.

2. Under the existing CES contract, there are 27 out of 89 public school districts in the State of New Mexico participating in this contract. Provide a list of current and successful Medicaid DSC claim processing programs your firm has directly performed and been the prime contractor for during the last five (5) years that are/were of the scope of work identified herein. Indicate which programs use an Internet, web-based, claims submission system. Provide the name of the educational institution, their address, and phone number and e-mail address of the contact person with their name and position held with the institution.
3. Provide complete and detailed responses to the following:
  - A. A description of the CES Member’s requirements under a contract awarded based on your response to this RFP, that is, record keeping, data entry, submission of data on providers and students.
  - B. A description of the management information systems requirements under your proposal.

- C. Indicate any licensing or other requirements of any of the parties involved with the implementation and execution of a contract awarded under this RFP (Offeror, providers, CES or its Members).”

**CES Response:**

There are three parts to question 1.

1. The existing users of the CES contract and most of those entities who are not utilizing the CES contract are in some way capturing all of the key elements required to submit for a claim. However, CES does not possess the information to identify which participating districts are capturing the information utilizing the different sources (State student information systems and manual paper reports/manual data entry) stated in your question. As part of the offeror’s response CES is asking the offeror to propose solutions and procedures to assist the individual district in this area.
2. Most data management systems being utilized today possess the ability/capacity to export the data in a variety of file formats. Microsoft Excel and Rich Text is the most common. CES can not identify what management system each of the individual districts are utilizing. Again, it is CES’ hope that the offeror will possess the resources, ability and capacity to work and deal with the various systems found within the NM educational institutions.
3. As noted above CES is not aware of what each district is utilizing however, the districts utilizing the current CES program are providing the contractor with the required key elements necessary to process claims.

**Question #2**

While the successful respondent will be prepared and capable of providing the highest quality and timely services to any and all CES Member Districts upon award of the contract, it is our understanding that currently not all CES Member Districts are participating. In order to provide an accurate RFP response, including initial start-up and work flow, as well as to control costs and staffing levels associate with the initial demand for services from the participating CES Member Districts.

How many of the current CES Member Districts are utilizing the current CES DSC services, and what are their names and geographical locations?

Of the participating CES Member Districts is data available, and how to access, relative to these Districts DSC program performances historically? Including maximization of available reimbursable services and historical data relative to and including reimbursement claim volumes (%)?

**Background:**

**Cooperative Educational Services RFB 2008-014 Medicaid Usage FY 07-08**

District	Aug-Sept	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	April-08	total YTD
Alamogordo	\$7,330.90	\$28,920.69	\$16,581.42	\$22,188.22	\$30,687.54	520,787.66	\$33,408.93	\$27,849.25	5187,754.61
Artesia	\$18.08	\$9,174.63	\$11,129.82	\$10,711.57	\$10,323.53	\$13,574.04	\$19,169.13	\$7,212.14	\$81,312.94
Aztec	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,706.27	\$2,706.27
Bloomfield	\$0.00	\$4,350.82	\$12,267.71	\$6,713.44	\$3,121.98	\$7,497.44	\$16,506.06	\$12,315.24	\$62,772.69
Central	\$1,014.42	\$418.37	51,322.57	\$37,889.94	\$21,761.91	\$32,004.89	\$27,379.41	\$26,190.04	5147,981.55
Chama Valley	\$0.00	\$0.00	57,455.76	\$2,173.12	\$449.62	\$4,441.60	\$4,519.70	\$2,896.95	\$21,936.75
Charter Schoo	\$0.00	\$1,071.28	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,143.28
Clovis	\$1,141.16	\$9,729.20	\$11,711.23	\$17,163.05	\$14,550.11	515,978.11	521,660.64	\$14,448.06	\$106,381.56
Cobre	\$0.00	\$0.00	\$737.32	\$1,454.20	\$11,403.90	\$6,234.65	\$11,823.97	\$7,385.20	\$39,039.24
Cuba	\$0.00	\$0.00	\$0.00	\$4,654.61	\$292.00	\$3,839.02	57,470.28	\$1,964.80	\$18,220.71
Dulce	\$48.00	\$2,175.33	\$3,259.50	\$1,977.68	\$755.00	\$958.88	\$4,527.21	\$3,184.37	\$16,885.97
Espanola	\$27,884.71	514,604.11	516,258.84	\$11,568.05	\$14,135.94	\$10,937.53	\$14,754.84	\$18,501.54	\$128,645.56
Farmington	\$2,466.98	\$8,572.06	\$6,623.37	\$8,748.65	\$5,926.14	\$8,547.42	\$17,096.74	\$8,555.13	\$66,536.49
Gallup	\$1,628.42	\$0.00	\$30,925.09	\$15,106.02	\$6,647.41	\$17,003.94	\$19,354.72	\$10,149.48	\$100,815.08
Grants	\$2,200.88	\$10,929.28	\$4,667.99	\$11,415.72	\$8,068.00	\$6,507.59	\$8,982.98	\$5,595.89	\$58,368.33
Jemez Valley	\$119.86	\$4,513.10	\$735.94	\$663.42	\$3,543.35	\$369.80	\$1,671.92	\$3,423.85	\$15,041.24
Laguna	\$2,327.70	\$1,568.70	\$3,531.79	\$4,076.74	\$5,473.21	51,652.09	56,754.38	\$3,785.93	\$29,170.54
Las Vegas City	\$57.00	\$1,221.06	\$970.42	\$35,171.51	\$11,503.99	\$7,382.27	\$15,868.56	\$6,996.38	\$79,171.19
Los Lunas	\$15,422.02	\$32,345.37	\$45,246.92	\$41,002.39	\$20,987.39	\$62,870.83	\$62,469.80	\$52,799.48	\$333,144.20
Mesa Vista	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		50.00	50.00
Mora	\$515.49	\$1,334.45	\$4,214.51	\$3,517.04	53,131.51	56,367.50	\$4,742.60	\$5,009.49	\$28,832.59
Moriarty	\$0.00	\$9,152.30	\$13,691.92	\$30,399.20	513,578.17	\$19,766.35	\$22,232.03	523,845.56	\$132,665.53
Pecos	\$0.00	\$4,394.47	\$5,861.78	\$4,782.10	\$2,778.54	\$7,821.71	\$9,014.58	\$3,678.55	\$38,331.73
Penasco	\$351.57	\$4,575.92	\$9,424.38	\$5,727.75	\$2,587.42	\$3,775.72	\$6,070.44	\$4,582.81	\$37,096.01
Pojoaque	\$264.00	\$4,813.44	\$2,632.12	\$12,546.36	\$13,388.58	\$7,790.36	\$9,672.34	\$8,436.50	\$59,543.70
REC #7 = Jal, Hobbs, Tatum, Eunice	\$315.90	\$10,097.81	\$21,075.41	\$17,789.85	\$12,268.03	51,411.05	\$27,727.96	\$14,359.85	\$105,045.86
REC #8 = Dexter, Loving, Hagerman, Lake Arthur	\$479.04	\$3,593.06	\$1,180.12	\$18,720.87	\$8,268.36	\$13,645.79	\$20,025.78	\$11,171.61	\$77,084.63
REC #10 = TorC, Hatch, Deming, Lordsburg, Reserve, Animus	\$0.00	\$18,358.56	\$39,477.33	\$25,336.64	524,438.55	\$41,121.36	\$58,153.48	\$33,843.19	\$240,729.11
Santa Fe	50.00	\$51,927.64	\$75,891.59	\$77,588.66	\$21,106.41	\$53,550.73	\$90,053.14	546,019.79	\$416,137.96
Santa Rosa	\$810.92	\$2,333.40	52,612.58	\$1,746.84	\$1,472.56	\$1,681.42	\$2,942.88	\$6,960.60	\$20,561.20
Socorro	\$2,759.89	\$21,089.08	\$19,648.49	\$8,915.83	\$7,766.88	\$12,630.27	\$18,402.20	\$15,579.08	\$106,791.72
West Las Vegas	\$873.16	511,412.43	\$8,056.90	\$14,605.53	\$8,840.76	\$7,396.00	\$10,564.44	\$6,552.22	\$68,301.44
<b>Total</b>	<b>\$68,030.10</b>	<b>\$272,676.56</b>	<b>\$377,264.82</b>	<b>\$454,355.00</b>	<b>\$289,256.79</b>	<b>\$397,546.02</b>	<b>\$573,021.14</b>	<b>\$395,999.25</b>	<b>\$2,828,149.68</b>

**Cooperative Educational Services RFB 2008-014 Medicaid Summary FY 07-08**

<b>District</b>	<b>Year To Date Totals</b>	<b>Number of Claims</b>	<b>Average Per Claim (B/C)</b>	<b>District</b>	<b>Year To Date Totals</b>	<b>Number of Claims</b>	<b>Average Per Claim (B/C)</b>
Alamogordo	187,754.61	3,283	57.19	Laguna	29,170.54	425	68.64
Artesia	81,312.94	1,487	54.68	Las Vegas City	79,171.19	1,008	78.54
Aztec	2,706.27	33	82.01	Los Lunas	333,144.20	5,924	56.24
Bloomfield	62,772.69	1,990	31.54	Mora	28,832.59	345	83.57
Central	147,981.55	1,896	78.05	Moriarty	132,665.53	2,654	49.99
Chama Valley	21,936.75	229	95.79	Pecos	38,331.73	652	58.79
Charter Schools	1,143.28	0	0.00	Penasco	37,096.01	441	84.12
Clovis	106,381.56	2,258	47.11	Pojoaque	59,543.70	798	74.62
Cobre	39,039.24	633	61.67	REC #7 = Jal, Hobbs, Tatum, Eunice	105,045.86	622	168.88
Cuba	18,220.71	263	69.28	REC #8 = Dexter, Loving, Hagerman, Lake Arthur	77,084.63	1,459	52.83
Dulce	16,885.97	317	53.27	REC #10 = TorC, Hatch, Deming, Lordsburg, Reserve, Animus	240,729.11	4,973	48.41
Espanola	128,645.56	1,995	64.48	Santa Fe	416,137.96	6,633	62.74
Farmington	66,536.49	1,438	46.27	Santa Rosa	20,561.20	370	55.57
Gallup	100,815.08	4,414	22.84	Socorro	106,791.72	2,584	41.33
Grants	58,368.33	1,332	43.82	West Las Vegas	68,301.44	951	71.82
Jemez Valley	15,041.24	135	111.42	<b>Total</b>	<b>2,828,149.68</b>	<b>51,542</b>	<b>54.87</b>

New Mexico is a large state geographically. For this reason, CES has divided the state into seven (7) service regions. For this RFP 2008-014 CES requires that the respondents/offeror responding to this solicitation possess the necessary resources and capacity to offer and provide their proposed solution one or all of the public school districts within the state who desire to utilize the awarded contract under this RFP. The seven service regions are described below:

**Region One (1)** – Aztec, Bloomfield, Central, Dulce, Farmington and Jemez Mountain School Districts

**Region Two (2)** – Chama Valley, Española, Mesa Vista, Peñasco, Pojoaque Valley, Questa, Santa Fe and Taos School Districts

