



HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

ADDENDUM NO. 1
(Total Pages - 2)

June 16, 2021

Request for Proposal No. 045.21.B1

Medicaid Claims Processing Software/Services

Due Date: June 22, 2021 Time: 3:00 P.M.

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents.

The due date has been extended from June 22, 2021 at 3:00 P.M. to **June 23, 2021 at 3:00 P.M.**

Questions and Responses

1. In billing for Transportation, does the division currently use a digital transportation software that records ridership data?
Response: No. Schools keep tabs through an attendance sheet.
2. Does the division have defined requirements for interfacing with each of the following software's?
 - a. Powerschool/Tienet **Yes**
 - b. Tyler Munis **No, it has been determined that we do not utilize Tyler Munis**
 - c. Maryland Online IEP **We use MD IEP for Infant Toddlers only but it does not automatically transfer to our current vendor through a bulk student upload.**
3. Does Howard currently utilize the eMedicaid system to self-bill for services?
Response: We submit an 837 file to our current vendor that is uploaded to the state and then the state processes the claim.
4. Does Howard currently utilize a third-party billing software? If so, which one?
Response: We use the software of our current vendor.
5. What was Howard's Medicaid Reimbursement levels for SY 18-19 and SY 19-20?
Response: Our revenues for SY 18-19- \$3,106,679 SY19-20-\$1.961, 488. The more accurate number for annual revenue is the 18-19 SY as we were impacted by school closures as of March 13, 2020.
6. 3.2 Computer Capabilities-Question: The requirement appears to be incomplete. Please provide clarification of what HCPSS is requesting of the Offeror.
Response: HCPSS is asking firms to acknowledge their computer capabilities and any restrictions.
7. 3.4 Scope of Work-Question: Does HCPSS currently use any software or program to track nursing & psychological services? If yes, what software/program is used?
Response: No, we do not use any tracking program. We just keep log notes.

8. 3.6.4 Contract Completion and Renewal- Question: Can you please detail the circumstance(s) in which the Offeror would be expected to participate in student conferences and meetings?
Response: **This is in all of our contracts. It does not apply to your services and you may delete it.**
9. 3.6.5 Contract Completion and Renewal-Question: Can you please detail the circumstance(s) or information Offeror would be expected to provide regarding staff performance?
Response: **The only circumstance in which this might apply is if our contact or representative with the offerer (“contractor”) has acted in such a way that the contractor would need to let HCPSS know.**
10. 4.3 Submittal Evaluation and Selection-Question: Will the Evaluation of Fees be based on both Year 1 and Year 2 costs in Appendix C, or just Year 1?
Response: **If the fees in year 1 and 2 were different, we would consider both costs shared with HCPSS. Firms would then be compared on comparable periods.**
11. Regarding Appendix C Form of Cost Proposal
 1. Question: If we propose additional services outside of specified scope in the Executive Summary, where should the cost of those optional services be listed on the document (Appendix C – Form of Cost Proposal)?
Response: **You may add them to the Form of Cost Proposal as additional services available. Please delineate the service and associated fees for clarity.**
 2. On page 15 you state a minimum of 500 user licenses are needed, and in Appendix C you state 50 Users. Please confirm the number of providers that will need access to the system.
Response: **That may have been a typo. We apologize for missing that. Assume at least 500 users.**
 3. We typically do not charge a per user license fee for our system. Would the District accept a fixed fee price for system operations in lieu of a per user unit cost in the first table on page 31 (Appendix C – Form of Cost Proposal)?
Response: **Yes, we would. Just be clear on what the fixed fee includes.**

There are no other changes.