

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**July 7, 2021**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding**

**RFP No. 1086.5, Third Party Billing Services**

**Question 1:** What has been the MCPS Medicaid recovery amount over the 2018 -2019 school year and 2019 - 2020 school year?

**Answer:** 2018 – 2019 = \$5,286,576  
2019 – 2020 = \$4,144,828

**Question 2:** Can MCPS elaborate on what services are included under "other appropriate services?" Specifically, does this include nursing, transportation, behavioral health, and/or Infant and Toddler services?

**Answer: "Other appropriate services" would include transportation. It does not include nursing, behavioral health or Infant and Toddlers services.**

**Question 3:** In Section 3.0, there are duplicate subsections for 3.3, and 3.4 in number only, not topic. Please provide instruction on the required numbering for 3.0 subsections.

**Answer: Please reference when responding to the duplicative numbers, as 3.3 Billing and 3.4 Travel Reimbursement so that it is clear which section you are respond to.**

**Question 4:** Would MCPS be willing to accept two years of experience in processing claims for health services in the State of Maryland along with a demonstrated claiming record in other states of more than 20 years in lieu of the 4 -5 year minimum?

**Answer: Yes**

**Question 5:** What is the number of required references (at least three (3), or a minimum of five (5))?

**Answer: At least three (3) references.**

**Question 6:** Some RFP sections are informational (3.3 Place of Performance, 3.6 Project Contact, etc.). Is the Vendor to respond to each section, including 3.0 through 21.0? If yes, please confirm that the proposal is to separate each section with use of numbered tabs (3-21)?

**Answer: For sections that are informational, the appropriate response is to indicate “Understand and Comply”.**

**Question 7:** As per the RFP instruction, “confidential commercial or financial information by stamping the **bottom right-hand corner** of each pertinent page with one-inch bold face letters stating the words “**confidential**” or “**proprietary**.” One-inch bold face letters (using Word) is very large. What is the required font size for this labeling?

**Answer: Please be sure the wording is consistent and large enough to be easily seen. You may highlight in red as well.**

**Question 8:** Will the district be using our electronic service capture for staff to log and track services delivered or will they only be submitting paper logs that will need to be entered into the system?

**Answer: MCPS will use a Google platform for Medicaid forms processing. Claims processed will be submitted electronically to the vendor for billing.**

**Question 9:** Approximately how many providers will be using the system?

**Answer: Approximately 2,500 providers**

**Question 10:** Can you provide estimated annual Medicaid revenue for the past two years?

**Answer: 2018 – 2019 = \$5,286,576  
2019 – 2020 = \$4,144,828**

**Question 11:** Will the district have an assigned coordinator overseeing the program?

**Answer: Yes**

**Question 12:** Does the district require the vendor to oversee the entire program and submit claims on behalf of the district?

**Answer: No**

**Question 13:** Is the district interested in capturing transportation and are they using electronic attendance to capture trips?

**Answer: MCPS may implement transportation billing and electronic attendance logs in future years.**

**Question 14:** Is the district interested in any additional support regarding mental and behavioral health assessment software?

**Answer: No**

**Question 15:** Is the district interested in managing their own program and using a platform or do they prefer full service from their selected vendor?

**Answer: MCPS has developed a Google platform for Medicaid forms processing. Claims processed are submitted electronically to the vendor for billing.**



Angela McIntosh-Davis, CPPB, Team Leader  
Procurement Unit

AMD

Please indicate your receipt of this notice my signing below and returning with your proposal or under a separate cover.

Accepted By: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_