

**Office of Finance
Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

March 24, 2025

NOTICE TO OFFERORS

The following are questions and responses regarding

RFP No. 1086.6, Third Party Billing Services

Question 1: Proposal Formatting (Section 7.1): “Response to this RFP shall be submitted in the same order as the RFP and provide an individual response to each RFP specification. To strictly adhere to this requirement, would MCPS prefer that we explicitly restate each RFP subsection number and heading (e.g., 3.1, 3.2, etc.) within our response and match the exact numbering and sequence provided even if no answer is requested for that section? As an example, 7.0 FORMAT OF RESPONSE – should we simply list “Understand and Comply”?”

Answer: MCPS prefers that vendors explicitly restate each RFP subsection number and heading (e.g., 3.1, 3.2, etc.) within a response and match the exact numbering and sequence provided. Please respond with ‘Understand and Comply’ as appropriate if a detailed response is not required.

Question 2: Claims of Damages (Section 3.4 Special Conditions): “All claims of damage relating to contractual service will be the total responsibility of the contracted agency.” Could MCPS provide additional clarity on the specific types of damages referenced in this section and define the extent of vendor liability intended under this clause?

Answer: Please refer to Appendix A, MCPS General Contracting Articles.

Question 3: MCPS Staff Involvement (Section 3.4 Special Conditions): “The contractor may not use MCPS staff in the performance of this contract.” Given the collaborative nature typically required in Medicaid billing and auditing processes, could you please clarify the intended limitations on MCPS staff involvement? Specifically, is this clause meant to prohibit direct vendor reliance on MCPS staff labor, or does it also restrict necessary interactions such as routine data clarifications, document reviews, or approvals required for compliant Medicaid billing?

Answer: Collaboration on routine data uploads, document reviews, and approvals is not restricted by this clause. Refer to Section 3.0 for further delineation of the scope of services.

Question 4: Current Client List (Section 6.0 References): “Offerors shall include a list of all current school district clients.” Relay serves hundreds of districts across 24 states. Given the extensive size of this list, we wanted to confirm whether MCPS would prefer:

- A complete list of all current customers, despite its considerable length,
- A more concise list highlighting our top 50 districts nationwide, or
- A Maryland-specific client list emphasizing local relevance.

Answer: Please include just the Maryland-specific client list.

Question 5: How many providers are required to access the system?

Answer: Approximately 3,000 providers would need access to the system.

Question 6: What is the District's preferred frequency of claim submissions?

Answer: MCPS preference is weekly claim submissions.

Question 7: What is the timeline for the new vendor to be fully operational?

Answer: MCPS needs to be fully operational by August 2025 before the new school year begins.

Question 8: Could you please specify the current contract value?

Answer: The current contract value is \$230,000.

Question 9: What challenges or limitations has the District encountered with its current vendor or process that have led to the issuance of this RFP?

Answer: The current contract will expire and although there was an option to extend, it was the decision of MCPS to re-solicit the RFP.

Question 10: Could the District provide a clear definition of "record keeping forms" as outlined in the requirements section?

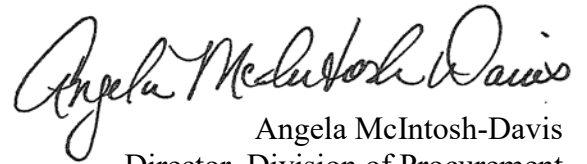
Answer: Record keeping forms include a variety of reports that enable the system to provide evidence for audits and analysis of the billing process.

Question 11: Would the County consider extending the proposal due date by one week or would the County accept proposals via Email by the due date with the hard copies and flash drives to follow?

Answer: MCPS recognizes the constraints of the timeline, but cannot extend the proposal due date. Unfortunately, an Email submission is not secure and may not be able to accept the size of files.

Question 12: On the second- & third-pages item numbers 3.3 & 3.4 were used twice with different content. In our Bid can we just do a reply that covers 3.3 & 3.4 with the reply covering all 4 topics listed with those numbers?

Answer: This is an error on our part and MCPS will adjust the numbering accordingly through an erratum.


Angela McIntosh-Davis
Director, Division of Procurement

AMD

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

Accepted By: _____
(Name & Title)

Name of Company: _____