



**LENAWEE INTERMEDIATE SCHOOL DISTRICT (LISD)
ADRIAN, MICHIGAN
REQUEST FOR PROPOSALS**

**SCHOOL-BASED HEALTHCARE SERVICES
MEDICAID BILLING PROGRAM SOLUTION**

Issue Date: May 17, 2024

Due Date: May 31, 2024 @ 11:00 AM (local time)

The Lenawee Intermediate School District (LISD) located in Adrian, Michigan is seeking proposals from qualified vendors for the provision of a comprehensive, secure, web-based Medicaid billing program solution which will allow the LISD and its constituent local school districts¹ to bill Medicaid for eligible school-based healthcare services. The selected solution will manage the LISD's Medicaid billing program, perform Medicaid eligibility checks, submit Medicaid claims, provide access to Remittance Advice notices.

The LISD and its constituent local school districts currently have 3,925 Medicaid-eligible students, of which 974 students qualify for special education services.

About the Lenawee Intermediate School District (LISD)

The Lenawee Intermediate School District (LISD) is a regional education service provider organized and operating under Part 7 of Michigan's Revised School Code, MCL 380.1 et seq. The LISD provides educational programs and services to students through center-based programs operated by the LISD (i.e. career and technical education, special education, and middle college programs) and to students enrolled in and educators working in one of the LISD's 11 constituent local school districts.

For more information about the LISD, please visit www.lisd.us.

Current Medicaid Billing Solution

The LISD currently uses CompuClaim for the provision of Medicaid billing services. The LISD's contract with CompuClaim will end on June 30, 2024.

Current Student Information System (SIS) and other Student Applications/Systems

The LISD currently use Infinite Campus' student information system and Illuminate Special Education for students with disabilities.

¹ Addison Community Schools, Adrian Public Schools, Blissfield Community Schools, Britton Deerfield Schools, Clinton Community Schools, Hudson Area Schools, Madison School District, Morenci Area Schools, Onsted Community Schools, Sand Creek Community Schools, Tecumseh Public Schools.

BHWorks Integration Requirement

The LISD uses BHWorks (www.mdlogix.com) to gain consent, confidentially screen students, assess, refer, monitor behavioral and mental health treatment, collect real-time data, and streamline communication with families and school staff. This includes students who do not have an individualized education plan (IEP).

The Medicaid billing solution selected by the LISD must seamlessly integrate with BHWorks allowing for the easy, natural, and automated transfer of data between BHWorks and the Medicaid billing solution selected by the LISD.

Michigan Data Hub Integration Requirement

The Michigan Data Hub is a collaborative, statewide effort to address challenges in managing and using school data. The work of this initiative has centered around creating an ecosystem where information is exchanged between the large number of disconnected data systems used by schools in the state based on pre-defined standards. Please visit: <https://www.midatahub.org/> for more information about the Michigan Data Hub.

The Medicaid billing solution selected by the LISD must seamlessly integrate with the Michigan Data Hub allowing for the easy, natural, and automated transfer of data between the Michigan Data Hub and the Medicaid billing solution selected by the LISD.

Michigan Medicaid Community Health Automated Medicaid Processing System (CHAMPS)

The Medicaid billing solution selected by the LISD must be enrolled in or capable of being enrolled in the Michigan Medicaid Community Health Automated Medicaid Processing System (CHAMPS) and must be authorized (or capable of being authorized) to submit electronic claims by the Michigan Department of Health and Human Services (MDHHS).

Project Background and Purpose

The LISD is issuing this request for proposals (RFP) for the purpose of soliciting proposals from qualified firms with the intention of identifying and contracting with a single firm to provide or build a comprehensive, web-based Medicaid billing solution that will allow the LISD to bill Medicaid for eligible school-based health services provided to general education students and those with an IEP, 504 plan, or another customized educational plan.

The LISD's Medicaid billing solution will support the collection of various data needed to optimize the provision and documentation of Michigan's School Services Program for the Direct Services Program. The system must support the business processes for the LISD and its 11 constituent school districts and must be accessible at the county, district, school, and teacher levels. Business processes include and are not limited to:

- C4S (Caring For Students) Plan of Care Process inclusive of electronic signature for the Medicaid Qualified Provider.

- Medicaid Documentation (including script/referrals/authorizations, Medicaid Consent, Consent to Treat, etc.)
- Medicaid School Services Program End to End Billing System (inclusive of Caring for Students (C4S)) that allows for the ISD to create and manage claim volume requirements following Medicaid Policy.
- 100% web-based, secure solution
- Provide an administrator interface to analyze data and monitor compliance with applicable state and federal regulations
- Live technical support for staff members
- Permission driven access by role and sites that is managed by the System Administrator
- Abide by all applicable state and federal laws, regulations and guidelines pertaining to education, IDEA, and Medicaid Reimbursement billing

Medicaid Billing Solution Functionality and Usability

Respondents should include a copy of the following pages with their proposal, including detailed information about current availability and providing any additional information which may be relevant for the LISD's consideration.

Functionality	Essential (E) Highly Preferred (HP) Preferred (P)	Available in Current Solution (Y/N)	Additional Information
Users have multiple options to navigate throughout the system.	P		
100% web-based and securely runs in just an internet browser without additional software	E		
System populates all screens and forms with student information eliminating the need for the user to enter standard information	E		

Medicaid components Incorporate ease-of-use features such as pull down boxes, checkboxes, radio buttons, etc. to speed data entry	E		
All information is updated in real-time.	E		
Student demographic data can be populated on an ongoing basis through an interface with the district's Student Information System	E		
The system can transfer student records to other schools within the ISD.	E		
User can import external documentation to any student	E		
The system allows more than one user to concurrently "view only" Medicaid documents.	E		
Fully developed Medicaid product that allows the ISD to completely manage and process Medicaid Billing with CHAMPS. This process shall contain the ability to verify, adjust some claim logic, contain a method for reviewing RAs, unlock denied RA claims for resubmission.	E		
The Medicaid system shall contain a method for providers to see any required missing encounters for the previous three months.	E		
The Medicaid System shall allow providers to add required Medicaid Qualified Provider Documentation within the Caring for Students Plan for C4S.	E		

The system shall allow providers to see any missing Medicaid Qualified Provider Documentation.	E		
Ability for ISD Medicaid Admin to adjust filter options and adjust Medicaid monitoring at any time without the need of vendor support.	E		
Ability for ISD Medicaid Admin to excuse a student from needing encounters entered into the system.	E		
Ability to define report filters and configure filters (visible or hidden; required; cascading; sorting order)	E		
Ability to create and customize reports using Medicaid script/ referrals/authorization information, Medicaid encounters, SIS data, etc.	E		
Have all of the required compliance components for Caring for Students (C4S) which shall include, 1) a Plan of Care, 2) provider documentation of services, 3) provider caseload with the option to view Students SE services within the caseload, 4) Medicaid billing within the system that allows the ISD to create/view submit CHAMPS compliant claims, 5) Required data entry fields (Annual Parent Consent to Treat, Plan of Care, etc.)	E		
Ability to import a Caring for Students file via SFTP from bhworks and determine Medicaid eligibility and enrollment in order to create a compliant Medicaid Claim file.	E		
Ability to perform monthly student eligibility updates	E		
Software is HIPAA Compliant	E		

Software is FERPA Compliant	E		
Ability to track and upload parental consent, prescriptions, provider licensure, and other points of Medicaid validation. Ability to upload support documentation for such records.	E		
Ability to have Notification of Missing Medicaid Consent that is provider and Admin based visibility.	E		
Ability to View Provider Caseload by Provider or Admin and see any C4S AND SE services.	E		
Review, print and export caseload reports by perspective and to create additional individualized provider caseload reports	E		
Ability to copy and edit reports and save the report for future use	E		
Option to export custom and prebuilt reports in multiple formats (ex: PDF, CSV, XLXS, XML)	E		
Product has role-based, user based, and/or site based permission model that is managed by the System Admin.	E		
Allows the district(s) and/or ISD to use SSO with Google	E		
Time-Saving Data Entry and User-Assistive Features (e.g., quick access to all features, etc.)	HP		

Timely support is available to users	HP		
Pre-designed Dashboard style reports with ability to filter and drill down to line-item detail level	HP		

C. User Training

Respondents must provide a plan for training approximately 250 people. Additionally, the selected respondent will provide a thorough plan on how the respondent will assist the LISD in rolling out implementation of the Medicaid billing solution during the 2024-2025 school year, including, but not necessarily limited to, ongoing support.

D. Ongoing Maintenance and Support

Respondent must include as part of its overall Medicaid billing solution maintenance support capabilities 24 hours a day, 7 days a week, and 365 days per year. Support must be available through a toll free or local access phone line and an online support request system. This support service will provide same day response to questions and provide the LISD and LISD constituent school district personnel with a single point of contact for all Medicaid billing system-related issues.

The LISD prefers a respondent who is capable of providing an online support knowledge base that is accessible by designated LISD and LISD constituent local district technical support personnel to assist in diagnosing and resolving support issues.

Respondents shall describe their support structure, their ability to provide the level of support required by the LISD and identify the support team members and their responsibilities. Respondents should also provide proof of prior support performance.

Respondents must list and define the priority levels assigned to support calls by the respondent, and specify the target response time, average response time, target resolution time, and average resolution time for each priority level. Response time is the time from when a support call is placed to the time when someone qualified to diagnose and resolve the problem – not just an operator who logs the call. Resolution is the time from when the support request is placed to when it is solved to the customer's satisfaction and closed.) Specifically define the escalation procedures for service interruptions, including:

- Definition of "Major Outage".
- Guaranteed response times for repair.

- Capabilities and responsibilities.
- List of Names/Positions with associated contact information for escalation of situations.

Confidentiality of Student Education Records

The selected respondent will provide the Medicaid billing to the LISD and the LISD's constituent school districts as a "school official" as that phrase is defined in the Family Educational Rights and Privacy Act ("FERPA"). This means that the respondent will be performing a function for which the LISD and/or the LISD's constituent local school districts would otherwise use its own employees and/or resources for. This includes, but is not expressly limited to, the respondent performing, on behalf of the LISD and the LISD's constituent local school districts, the function of integrating and storing personally identifiable student education records, including, but not limited to, maintaining security and controlling access to the data.

As a "school official" under FERPA, the selected respondent and all LISD and LISD constituent school district data will be under the direct control of the LISD and the LISD's constituent school districts with respect to the use and maintenance of all disclosed personally identifiable student education records that are provided to and/or maintained by the selected respondent's Medicaid billing solution.

The selected respondent may only use personally identifiable student education records and all other data disclosed to the respondent for the sole and exclusive purpose of providing the Medicaid billing solution to the LISD and the LISD's constituent local school districts as described in this RFP, any accepted proposal, and a contract between the LISD and the selected respondent.

The selected respondent is prohibited from disclosing to any other party personally identifiable student education records unless disclosure is specifically authorized by the LISD or the LISD constituent school district in which the student whose personally identifiable student education records will be disclosed is enrolled, or the disclosure is done in accordance with the requirements of FERPA and all other applicable student privacy laws and FERPA's recordation requirements are met.

The selected respondent will indemnify and hold harmless the LISD and the LISD's constituent local school districts, their governing boards, employees, students, and other representatives from any and all liability brought by any third party against the LISD and/or any one or collection of the LISD's constituent local school districts, their governing boards, employees, students, and other representatives as a result of the unauthorized disclosure by the selected respondent of confidential information in violation of these expectations.

HIPAA Compliance

To the extent required by law, the Medicaid billing solution selected by the LISD will be fully HIPAA compliant, including, but not limited to, compliance with the HIPAA security rule.

System Architecture

Respondents must describe the technical architecture of the proposed system, including the architectural model used (e.g., Cloud-based, etc.). Also specify the required client software, network protocol(s), and network bandwidth recommendations for the system.

Describe the type of data modeling and schema that will be used for the system.

The successful respondent will have reviewed the current technical architecture and infrastructure and assess the ability of the proposed solution to function efficiently within that environment.

Security Tools and Capabilities

- Describe how the proposed Medicaid billing solution authenticates users at login and supports periodic password changes.
- Describe how the proposed solution will accomplish single sign-on with LISD existing authentication system (Active Directory).
- Describe how the solution manages role assignment and authentication for access to functionality and records.
- Describe both internal and external policies and procedures designed to support Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA regulations and other applicable student privacy laws (such as, MCL 380.1136).

System Performance, Availability, Reliability, and Redundancy

Respondents must describe the performance guarantees or service level agreements they offer their customers, addressing both system availability and response times. Also describe:

- The fault tolerance provisions built into your operating environment. This should include the processes in place to monitor capacity and response times and the type of monitoring conducted (proactive vs. reactive).
- Measurement of response time (end to end or within the facility).
- Management reports available to the District.
- Methods for backing up District data.
- Disaster recovery provisions and testing of disaster recovery processes.
- Schedule for refreshing equipment.
- Frequency of system software updates, and methods of notifying/preparing users.

- Scalability of the system to multiple school districts.

User Workstation Specifications

Provide both the recommended configuration and the minimum supported configuration for client workstation hardware. Specification should include CPU, memory, disk size and configuration, network interface cards, drives for removable media, and any other recommended components for Windows/Apple workstations.

Provide the recommended software configuration for client workstations to use the proposed software. If a web browser is required, what additional plug-ins and/or controls are required? (Java, ActiveX, etc.) Include versions for each item where applicable. Specifications should include product name and version/service packs recommended for:

- Operating system
- Web browser
- Database management system or ODBC driver, if applicable
- Reporting tools
- Email system
- Productivity software

Respondents must specify whether client or driver software for the proposed applications will need to be installed on end user workstations, or whether a web browser is all that is required. If this depends on the type of user, specify what is required for each user category.

Note: The LISD prefers solutions that are web-based and do not require a client to be installed on user workstations, therefore, web-based solutions will be scored higher than solutions that require client software installation.

Contract Period

The LISD desires to enter into an agreement with a single, qualified vendor beginning on or around July 1, 2024, and continuing for a period of approximately three (3) years. The LISD desires to be able to switch over from CompuClaim to the newly selected Medicaid billing solution during the summer of 2024 with the Medicaid billing solution being active and implemented during the 2024-2025 school year. Should the Medicaid billing and related services generally conform to the performance expectations of the LISD, it is anticipated that another multi-year extension would be sought thereafter.

Included with this RFP is a copy of the LISD's standard software contract. In submitting proposals, respondents must detail any objections that the respondent has to any contractual terms or conditions. The information provided must include the basis for the objection and alternative language proposed. The LISD will give due consideration to any objection, however, if the LISD deems the objection unacceptable, such may factor into the LISD's selection of preferred respondent.

Insurance Requirements

The selected respondent will be required to obtain and maintain for the duration of any contract with the LISD insurance coverage issued by a company qualified to do business in the state of Michigan.

Worker's Compensation Insurance

The selected respondent shall obtain and maintain during the life of any contract between respondent and the LISD Workers' Compensation Insurance as required by Michigan and Federal law.

General Liability and Property Damage Insurance

The selected respondent shall obtain and maintain during the life of any contract such Public Liability and Property Damage Insurance as shall protect the selected respondent under any contract for the provision of a Medicaid billing solution and related services to the LISD from claims for damage for personal injury, including accidental death, as well as for claims for property damages which may arise from the selected respondent's operations in the performance of its duties or failure of same, whether such operations by itself or by any subcontractor or by anyone directly or indirectly employed by either of them.

Owner's and Contractor's Protective Liability Coverage

The selected respondent shall obtain and maintain during the life of a Contract Owner's and Contractor's Protective Liability coverage in the name of: Lenawee Intermediate School District.

This coverage shall include the entire services described in this RFP. The selected respondent shall, at the time of contract, furnish a Certificate of Insurance certifying that their Owners' and Contractors' Protective Liability Insurance includes all subcontractors engaged in the work.

Cyber Liability/Data Breach Insurance

The selected respondent shall obtain and maintain during the life of a Contract Owner's and Contractor's Cyber Liability/Data Breach insurance coverage in the name of: Lenawee Intermediate School District and the LISD's constituent local school districts.

This coverage shall include the entire services described in this RFP. The selected respondent shall, at the time of contract, furnish a Certificate of Insurance certifying that their Cyber Liability/Data Breach Insurance includes all subcontractors engaged in the work.

The minimum limits of liability for all insurance coverage in the above named policies shall be as follows:

General Commercial Liability Amount

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Bodily Injury Liability	Amount
Each Person	\$1,000,000
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Property Damage Liability	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Cyber Liability/Data Breach	
Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

Worker's Compensation	Statutory Limits
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Policies and Certificates of Insurance

The selected respondent will be required to file Certificates of Insurance for all insurance coverage required above with the Lenawee Intermediate School District, naming the Lenawee Intermediate School District as a Certificate Holder. Exclusions in the policies shall be removed by endorsements to comply with all the aforementioned requirements. All Certificates of Insurance shall contain the name and address of the insurance agent.

Notice Requirements

All insurance Certificates must include a provision providing for thirty (30) days prior written notice to the Lenawee Intermediate School District regarding cancellations, material change, reduction of insurance coverage, or non-renewal. The selected respondent shall cease operations on the occurrence of any such cancellations, material change, reduction in insurance coverage or non-renewal, and shall not resume operations until new insurance that satisfies the minimum requirements is in force.

Proposal Requirements

Respondents must, in addition to all other information required by this RFP, submit the following information as part of a proposal. Responses may be submitted in a format selected by the respondent, provided however that the response addresses all of the requested information set forth in this RFP.

1. Transmittal Letter – all responses should be accompanied by a brief transmittal letter that is prepared on the respondent's letterhead and signed by an individual who is authorized to commit the respondent to the provision of the Medicaid billing solution and all related services contained in the respondent's proposal. The transmittal letter should minimally include the following:
 - a. Respondent name

- b. Respondent address
 - c. Contact information for the individual who should receive all official notices regarding respondent's proposal
 - d. Contact information for the individual for whom the LISD should contact with any questions related to respondent's proposal
 - e. Respondent's tax identification number
 - f. A brief statement of respondent's understanding of the RFP, the work to be performed/provided, and a statement of why the respondent believes that they are best qualified to perform the work
 - g. A statement that the proposal is a firm and irrevocable offer to contract, which will remain open for a period of not less than ninety (90) days
 - h. Acknowledgement of any and all addenda to this RFP
 - i. A detailed explanation of any exceptions that the respondent may have to any of the requirements set forth in this RFP or any of the terms or conditions set forth in the draft agreement provided with this RFP
2. Respondent's Experience and Capabilities - Respondent shall provide information on past and current experience with rendering services similar to those in this RFP. This description shall include:
- a. Summary of the services offered including the number of years the Respondent provided these services; the number of clients and geographic location the Respondent currently serves, and has served; and if a past customer, why the Respondent is no longer providing services.
 - b. Organization chart of the Respondent showing the major components of the unit(s) that will be providing/performing the services set forth in Respondent's proposal
 - c. Name all key personnel who will perform work as part of Respondent's proposal and include each individual's resume. Include work history, educational background, and indicate the proposed role/function of each individual.
 - d. At least five (5) references from its customers who are capable of documenting the following: a) the Respondent's ability to manage similar work; and b) the quality and breadth of services provided by the Respondent under similar conditions

- e. Respondent shall identify any claims during the past five (5) years and provide detailed information on any pending litigation, lawsuits, etc.
 - f. Recently audited (or best available) financial statements for the past two fiscal years
3. Detailed Description of Respondent's Medicaid billing Solution
Respondents must, in addition to the other requirements described in this RFP, describe and identify how the proposed Medicaid billing solution meets the requirements of the following sections described in this RFP (see above):
- A. Project Purpose
 - B. Medicaid Billing Solution Scope of Work
 - i. Project Details
 - ii. Required Tasks and Services
(include functionality and usability table from RFP)
 - iii. User Training
 - iv. Ongoing Maintenance and Support
 - C. How the Respondent Provides for the Confidentiality of Student Education Records (FERPA, HIPAA, and other applicable privacy law compliance)
 - D. System Architecture
 - E. Security Tools and Capabilities
 - F. System Performance, Availability, Reliability, and Redundancy
 - G. User Workstation Specifications
 - H. Michigan Data Hub Integration
 - I. BHWorks Integration
4. Implementation Timeline
Respondent must provide a detailed timeline identifying key milestone dates surrounding implementation of the Medicaid billing solution.
5. Proposed Fee
Using the proposal form included in this RFP as well as providing any additional information that the respondent deems necessary, respondents must include a proposed, lump sum fee for year one of implementation of the Medicaid billing solution proposed by the respondent, including all data transfer services, training,

licensing fees, and ongoing service/maintenance. Additionally, respondents must identify all year two and three costs, including, but not limited to all licensing and ongoing maintenance and support costs.

6. References

Respondents must include at least three, but not more than five K-12 school district references. The LISD prefers, but does not require, references from Michigan-based, public school districts and/or intermediate school districts/regional education service providers.

7. INSURANCE REQUIREMENTS

Respondents must submit proof of insurance coverage as is required herein, or if respondent does not currently maintain said insurance coverage, a letter acknowledging the insurance requirements and confirming that respondent will obtain and maintain said insurance prior to engaging in any contract with the LISD.

8. LISD PROPOSAL FORMS

(available at <https://www.lisd.us/our-district/administration/bids/>)

1. MICHIGAN-BASED BUSINESS CERTIFICATION AND VERIFICATION FORM

Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit LISD to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (This form applies to Michigan-based businesses only.)

2. FAMILIAL DISCLOSURE STATEMENT

Please include a completed copy of the attached LISD familial disclosure statement. (This form must be completed and notarized even if no familial relationship exists.)

3. IRAN ECONOMIC SANCTIONS ACT COMPLIANCE

Bidders must include a completed copy of the attached LISD Iran Economic Sanctions Act compliance form.

4. SUSPENDED OR DEBARRED VENDOR FORM

Bidders must include a completed copy of the attached suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.

5. CONFLICT OF INTEREST FORM

Bidders must include a completed copy of the attached conflict of interest form certifying that the bidder does not have a conflict of interest with any LISD Board member, staff member, or agent.

Proposals must be submitted via electronic mail to Jody Howard, LISD Assistant Superintendent of Special Education at Jody.Howard@lisd.us. All proposals shall include the subject line "Medicaid Billing Solution Proposal." Proposals which are too large to transit via email shall be transmitted using a data file sharing tool. Proposals must be received by LISD at or before 11:00 AM, EST, on May 31, 2024.

General Conditions

The following general conditions are imposed on all proposals submitted in response to this RFP:

1. Respondent's proposals represent an offer to contract on the part of the proposing party, and all proposed prices must remain in effect for at least ninety (90) days from the date on which the proposals are due to the LISD.
2. The LISD is a public intermediate school district and as such is exempt from any and all sales and/or services taxes. Do not include such taxes in the proposal figures. The LISD will furnish the successful respondent with tax exemption certificates upon request.
3. No respondent may withdraw a proposal after the actual date of the opening thereof except in case where a respondent demonstrates to the LISD's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the respondent has 24 hours after the opening of the proposals to deliver to the LISD, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a respondent makes an error in extension of prices in a bid, the unit price shall govern at the discretion of the LISD.

4. The LISD reserves the right to waive any informalities or immaterial omissions or defects not involving price, time, or changes in the work. In the case of error in the extension of prices in the proposal or other arithmetical error, the unit price shall govern.
5. The LISD will not pay any costs incurred by respondent in preparing or submitting any proposals in response to this RFP.
6. Any deviation from the specifications included in this RFP must be noted in the proposal, and respondent must provide written rationale for the deviation.
7. The selected respondent(s) will not be permitted to assign any agreement between the individual or firm and LISD, nor will the individual or firm be permitted to subcontract any services owed to LISD, without first obtaining the expressed written consent of LISD.
8. The selected respondent will not discriminate against any employee or applicants for employment because of race, religion, color, national origin, handicap, age, or sex and will take affirmative action to ensure that applicants are employed without regard to their race, religion, color, national origin, age, sex, height, weight, or marital status. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
9. The selected respondent will comply with all published rules, regulations, directives, and orders of the Michigan Civil Rights Commission relevant to Section 206, 1976 P.A. 453, as amended.
10. **The LISD will conduct background checks on individuals who will be working on LISD property, due to the proximity to and potential for interaction with LISD students and the requirements of Michigan law. Representatives, including but not expressly limited to employees and subcontractors, of the successful respondent must be approved by the LISD prior to working on LISD property. As is permitted by applicable Federal and State law, the LISD reserves the right to deny access to any individual(s) based upon the results of background checks.**
11. The selected respondent(s) will be expected to enter into a contract with the LISD.
12. The selected respondent will be expected to comply with all applicable federal, state, and local laws in addition to applicable LISD Board policies which prohibit the possession or use of tobacco or alcohol (LISD property only), or carrying any dangerous weapons on LISD property.
13. The selected respondent will be expected to provide the goods and/or perform the services in a manner that is most consistent with industry/trade standards for the type of work to be provided.

14. The selected respondent must not be currently debarred, suspended, or proposed for debarment by any Federal entity. Submission of a bid in response to this request for proposals represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.
15. All deviations from the specifications must be specified in writing by the respondent at the time that the proposal is submitted. The absence of a written list of requested deviations or exceptions when the bid is submitted will result in the respondent being held strictly liable to the LISD for the specification or requirements as written. The LISD reserves the right to accept or reject any requested exception or deviation.

The preceding list is provided for informational purposes only and is in no way intended to be an exclusive list of the terms and conditions that may be imposed upon the responding firm by LISD through a contract.

The LISD reserves the right to reject any and all proposals received with or without cause and reserves the right to select the proposal which is determined to be in the best interest of the LISD.

Questions and Addenda

Please direct all questions regarding this request for proposals to Jody Howard via email at Jody.Howard@lisd.us. Questions will only be addressed via email so that responses can be shared with all interested parties in the form of addenda to the RFP. **If you wish to receive a copy of addenda published, please email Jody.Howard@lisd.us requesting such. Addenda will also be placed on the LISD's bids page at www.lisd.us/bids.**

**LISD MEDICAID BILLING SOLUTION
REQUEST FOR PROPOSALS
PROPOSAL FEE FORM**

This proposal and offer to contract has been prepared after our examination of the LISD's Request for Proposals for a Medicaid billing Solution, together with their related documents, and our examination of the conditions surrounding the proposed work including the availability of labor, equipment, supplies, etc. The undersigned submits the following offer to enter into a contract with the Lenawee Intermediate School District and agrees to furnish all labor, materials, equipment, and services to provide the goods and/or perform the services in strict accordance with the RFP, unless otherwise expressly noted in the respondent's proposal to the LISD:

Respondent's Name: _____

Respondent's Address: _____

Medicaid Billing Solution System and all Integration Costs: \$ _____
(costs must include all data transfer services, training, licensing fees, and ongoing service/maintenance for the first year (contract date – June 30, 2025))

Year Two Medicaid Billing Solution System Costs: \$ _____
(costs must include all licensing fees and ongoing service/maintenance costs for the period between July 1, 2025 – June 30, 2026)

Year Three Medicaid Billing Solution System Costs: \$ _____
(costs must include all licensing fees and ongoing service/maintenance costs for the period between July 1, 2026 – June 30, 2027)

Please describe any additional costs that would/may be applicable (attached additional documentation, as necessary):

Addenda

The undersigned acknowledges receipt of the following addenda and has included the cost thereof in the lump sum base bid:

No. 1, dated _____

No. 2, dated _____

No. 3, dated _____

No. 4, dated _____

Authorized Representative Signature:

I certify that the information contained on this form is true and accurate and that the presentation of this information to the LISD represents an offer to contract and that acceptance by LISD of this offer will bind me to performance under the terms and conditions of the RFP except as have been expressly objected to in our proposal in response to the LISD's RFP.

Signature

Date

Printed Name: _____

Title: _____

Email Address: _____

Phone Number: _____