

RFP #A9008

Request for Proposals Medical Assistance Personal Care Billing (MAPC Billing)

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed County Short Form Application and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at:

<http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

II. Scope of the Project:

A. Project Description:

The performance of management functions which are directed at the creation and operation of an effective, efficient, accountable, and accessible service delivery system. This is an administrative contract; consequently, the aforementioned administrative ceiling of 15% does not apply.

B. Objectives:

The goal of this program is to capture Medical Assistance revenue for the COUNTY for Personal Care services legitimately and appropriately provided to Medical Assistance eligible persons by Developmental Disability Providers under contract to Dane County.

C. Needs/Expectations:

Provider agency(s) will complete monthly logs, including the consumers' name, MA numbers, hours of service provided and types of service provided (i.e., assessment, case plan, ongoing service) and submit the logs to the successful bidder (PROVIDER);

All claims are to be electronically submitted to EDS within 30 days of receipt by PROVIDER; and Remittance and Status Reports are distributed once each month to the agencies which provided the MAPC services.

Any pending or denied claims are to be re-submitted to EDS and resolved within the 1 year time-line specified in the MAPC program regulations.

- PROVIDER keys the data into software approved by EDS and electronically submits the data to EDS.
- EDS, within 21 days of submission by the billing agent or by an agency which submitted claims directly, either pays Dane County for the claim, denies the claim, or lists the claim as pending. For all claims, EDS submits a Remittance and Status

Report, which describes each claim's status, to Dane County. EDS also sends payment to Dane County.

- The payment is retained by Dane County and the Remittance and Status Report is mailed to PROVIDER.
- PROVIDER works with each agency to resolve any claims that were not accepted by the EDS system within one year of the date of service.

It should be noted that any entity applying for this RFP may also apply for the corresponding RFP's for MAPC Nursing and/or Community Nursing.

D. Current Operations:

This program is currently provided by two separate agencies: Creative Community Living Services Inc.(CCLS), and REM-Wisconsin.

CCLS currently employs 1.74 FTE staff; and bills on behalf of 196 consumers, who are provided personal care by CCLS and 16 other provider agencies.

REM-Wisconsin currently employs .2561 FTE staff; and bills on behalf of 62 consumers, where all personal care is provided by REM-Wisconsin

E. Maximum funding available for this project is : \$76,503

This includes the CCLS allocation of \$62,463 and the REM Wisconsin of allocation \$14,040

Additionally, the PROVIDER's costs shall be limited to \$0.50 per unit billed. Units are defined as electronic entries associated with MAPC claims processing.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

- A. New applicants to a program are required to submit 3 references. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated.
- B. Collaborative Relationships: Describe any significant collaboration with other agencies/institutions that routinely contribute to your program's success. Include agencies that formally refer clients, provide complementary services or with which you have contractual agreements or share resources.
- C. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under "Program Activities"?
- D. Additional pages: The proposer may use up to 5 additional pages for the program description, program activities and experience and qualifications.

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Program Activities (Consolidated Application, Program Description, p. 3, E. or County Short Form Application, p. 2)	45%
Quality assurance and quality improvement practices (RFP Section III. C.)	20%
Experience and qualifications (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4)	25%
Program budget (Consolidated Application or County Short Form Application, Appendix A.)	10%

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Dan R. Rossiter
Phone: 608 242-6473
E-Mail: rossiter@co.dane.wi.us

VI. Timeline

Consolidated Application Workshop and date of issue of the application:

May 1, 2008
2:00 PM to 3:15 PM
Warner Park Community Center
1625 Northport Drive

May 2, 2008
9:00 AM to 10:15 AM
Madison Senior Center
330 W. Mifflin Street

Application due from vendors: June 6, 2008, 12 noon
Notification of intent to award (est.): July 30, 2008

Your completed proposal should include the following:

- 1) A completed County Short Form application**
- 2) Additional information requested in Section III above.**

Submit your completed proposal to:
Dane County Human Services
Attn: RFP #A9008
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than June 6, 2008, 12 noon.