

The School Board of Miami-Dade County, Florida
SCHOOL BOARD ADMINISTRATION BUILDING
Procurement Management Services
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BID/RFP ADDENDUM

Date: March 19, 2003
Addendum No. 1

BID/RFP TITLE: RFP NO. 092-CC10 – COST RECOVERY AGENT MEDICAID FEE-FOR-SERVICE PROGRAM

This addendum modifies the conditions of the above referenced bid as follows:

- A. REVISES SECTION VII. (J) –EVALUATION OF PROPOSALS (page 6 of 8);
- B. CHANGES PROPOSAL OPENING DATE FROM TUESDAY, MARCH 25, 2003 TO THURSDAY, APRIL 3, 2003.
- C. PROVIDES RESPONSES TO QUESTIONS RECEIVED FROM PROPOSERS.
 - 1. If your bid/proposal has not been mailed, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**
 - OR
 - 2. If your bid/proposal has been mailed, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. **BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.**

I acknowledge receipt of Addendum Number 1

PLEASE NOTE: If your firm has mailed a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____

OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____

OF AUTHORIZED REPRESENTATIVE

- E. Ability to perform the service in the most effective way;
- F. Ability to establish administrative procedures and other pertinent components of a package for Medicaid reimbursable services;
- G. Minority/Women Business Enterprise (M/WBE) participation; and Affirmative Action Employment Breakdown;
- I. Completeness of proposal; and
- J. Cost. The cost may not be the dominant factor, but will have some significance when all other evaluation criteria are relatively equal.

The School Board reserves the right to reject any and all proposals submitted, or any phase thereof. The School Board retains the right to waive irregularities in proposals that are submitted. When the final selection is made, professional services agreements acceptable to the School Board Attorney may be entered into with the successful proposer. No debriefing or discussion will be held with unsuccessful firms. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the services, which may be required by the School Board. A selection committee will review all proposals received and may interview a short list of proposers. Any firm not present for the interview session, if held, will be automatically disqualified.

The selection committee will consist of the following members:

- the Assistant Superintendent of Curriculum Support & Innovation Programs or designee;
- the Assistant Superintendent of the Office of Exceptional Student Education and Student/Career Services;
- the Risk and Benefits Officer of the Office of Risk and Benefits Management or designee;
- a region director of Exceptional Student Education;
- a representative from the Division of Business Development and Assistance;
- a representative from the Department of Transportation;
- a representative from Procurement and Materials Management;
- a representative from the Office of Budget Management;
- a representative from the Office of Information Technology;
- a representative from School Operations; and
- a representative from the United Teachers of Dade.

If, due to illness or other unforeseen circumstances, any member of the selection committee is unable to participate, the Assistant Superintendent, Exceptional Student Education and Student/Career Services, shall appoint a replacement. If a

REVISED

REQUEST FOR PROPOSALS

COST RECOVERY AGENT MEDICAID FEE-FOR-SERVICE PROGRAM

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

PROPOSAL RETURN DATE

April 3, 2003

RFP NO. 092-CC10

RFP NO. 092-CC10 – COST RECOVERY AGENT MEDICAID FEE FOR SERVICE PROGRAM

QUESTION: Does Miami-Dade currently operate in a MAC or PC environment?

ANSWER: *PC.*

QUESTION: Do all service clinicians have access to a computer?

ANSWER: *Yes, in most cases.*

QUESTION: Do all service clinicians have access to the Internet?

ANSWER: *Yes, in most cases.*

QUESTION: Has Miami-Dade been subjected to any state or federal audits concerning the FFS program within the last 3 years?

ANSWER: *No.*

QUESTION: Do District clinicians currently document services via paper or electronically?

ANSWER: *Paper.*

QUESTION: Do contracted clinicians currently document services via paper or electronically?

ANSWER: *Paper.*

QUESTION: How many clinicians, by discipline, currently provide services to Miami-Dade students?

ANSWER:

<i>Speech</i>	<i>166 master's level speech therapists</i>
<i>OT</i>	<i>75</i>
<i>PT</i>	<i>45</i>
<i>Psychologists</i>	<i>220</i>
<i>Social workers</i>	<i>80</i>
<i>Counselors</i>	<i>50</i>
<i>Nurses</i>	<i>40</i>

(Numbers are approximate)

QUESTION: Please provide the most recent copy of the report listed in Section IV, F, on page 2 of 8 in the RFP.

ANSWER: *Information requested for this report is not currently reported in this manner.*

QUESTION: Will electronic records of prior billing, clinician certifications/licensure, and other pertinent data be provided electronically to the new contractor?

ANSWER: *This information would not be provided electronically.*

QUESTION: Please define what the District means by the "Agency" in Section V, B and E on page 3 and 4 of 8 respectively of the RFP.

ANSWER: *"Agency" refers to an organization rather than an individual.*

QUESTION: Please confirm that Section V, F on page 4 of 8 in the RFP refers to only those projects that are similar in nature to this scope of work.

ANSWER: Yes.

QUESTION: Please clarify what the District means by "Submit an example of previous work." In Section V, G on page 4 of 8 in the RFP.

ANSWER: *Possible samples of previous work could include: printed copies of forms/formats utilized by service providers to document services; quality assurance procedure; experts of training materials utilized with service providers, etc.*

QUESTION: Please provide the allocation of points for each of the evaluation criteria listed on page 5 of 8 in the RFP.

ANSWER: There are no points assigned during the evaluation phase. A proposer will be selected by consensus vote.

QUESTION: Is cost a consideration in the evaluation? If yes, please provide the points allocated to pricing, and how it will be calculated by the District.

ANSWER: Cost will be a consideration. (See attached revision).

QUESTION: Can the attachments be recreated by the proposer for the purpose of submission?

ANSWER: Yes.

QUESTION: Please clarify what types of bilingual services the District anticipates may be necessary under this contract.

ANSWER: *The statement "ability to provide bilingual services" is incorrectly referenced in the Board Item. The selection criterion includes only those items referenced in section VII, Evaluation of Proposals, of the RFP itself.*