



613 College St. Rd.
P.O. Box 604
Elizabethtown, Ky 42702
Phone: 270-769-2393
Fax: 270-769-2993
TDD: 800-247-2510
Equal opportunity
employer M/F/D

Medicaid Billing, Payroll Processing and Tracking Software Request for Proposal

PART I: INTRODUCTION

All bids are due at 2:00pm EST, Tuesday, March 1, 2022. The Lincoln Trail Area Development District is soliciting proposals for Medicaid billing, payroll processing and tracking software.

GENERAL INFORMATION

LTADD is inviting Vendors to provide Proposals for Medicaid Billing, Payroll processing and Tracking software, which includes electronic timesheet capability. Vendors will be required to provide, at no additional cost, a demonstration of their platform, as quoted in their RFP response, for evaluation by the LTADD selection team. If a Vendor's proposed product is rejected for functionality reasons, LTADD reserves the right to negotiate with that Vendor to define an alternate configuration or award the contract to another Vendor of its choice.

RIGHT OF REJECTION

The LTADD reserves the right to reject bids from any vendor who does not satisfy LTADD as to their reliability and technical capability. The LTADD reserves the right to reject bids from any vendor who does not satisfy LTADD for any reason.

SUBMISSION & TIMELINE

Proposals must be submitted in a sealed envelope plainly marked on the outside "SEALED PROPOSAL FOR LTADD MEDICAID BILLING, PAYROLL PROCESSING AND TRACKING SOFTWARE RFP - DO NOT OPEN WITH REGULAR MAIL."

SEALED PROPOSALS MUST BE MAILED OR PHYSICALLY DELIVERED TO:

LTADD
c/o Sue Greenwell
Medicaid Billing and Tracking Software RFP
613 College Street Rd.
Elizabethtown, KY 42701



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**RESPONSES MUST BE SUBMITTED BY:
2:00pm EST on March 1, 2022**

PROPOSAL SCHEDULE	DATE
Issuance of RFP; Solicitation for Proposals	February 1 th , 2022
Deadline for Vendor Questions or Clarification	February 15 th , 2022 @ 4:30PM EST
Deadline for Submission	March 1 st , 2022 @ 2:00pm EST
Public Bid Opening	March 1 st , 2022 @ 2:01pm EST
Software Demonstration	Week of March 7, 2022
Anticipated Award Date	Contingent upon LTADD Board Approval

BID PRICES TO REMAIN IN EFFECT

Vendors agree that all prices submitted in their response to the RFP from the Bid Proposal will remain in full effect for a period of not less than 90 days following the day of bid proposals opening.

RIGHT TO AMEND

The LTADD reserves the right to amend or supplement the Request for Bid Proposals giving equal information and cooperation to all vendors.

COMPLIANCE WITH REGULATIONS

The selected vendor shall comply with all rules, regulations, ordinances, codes and laws; shall secure and pay for permits and licenses necessary for initiation and completion of work and shall adhere to any provisions of Social Security, Worker's Compensation or Unemployment Insurance Laws (local, state or federal). Offerors must disclose any fines, sanctions, debarment or litigation involving the company or its employees during the last five (5) years; or violations of KRS 136, 139, 141, 337, 338, 341 and 342 if they apply to company.

PROCUREMENT

Vendor shall be responsible for delivery of all services included within their proposal.

QUESTIONS

Any questions pertaining to the specifications shall be submitted to:

LTADD

c/o Sue Greenwell

613 College Street Rd.
Elizabethtown, KY 42701

OR

sue@ltadd.org

ANSWERS

All vendor answers to vendor questions will be posted on the website:

<https://ltadd.org>



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PART II: SCOPE OF WORK

You will see below the minimum specs for Medicaid billing, payroll processing and tracking services. In order to increase your odds of winning this bid, please do not only bid the minimum specs, but also put forth **multiple bids** with specs that exceed the minimum.

1. GENERAL REQUIREMENTS

- Proposed solution must be cloud-based.
- Proposed solution must include implementation / roll-out at no-cost.
- Proposed solution must include a 24x7 help desk for end user issues included at no cost.
- Proposed solution must provide the LTADD co-management access to all data entered.
- Proposed solution must provide electronic timesheet capability.
- Proposed solution provider must be able to portray their ability to deploy solutions for clients like LTADD.
- Demonstrate ability to enhance the software based on changing KY Medicaid rules/regulations
- Ability to customize functionality of the software based on our needs if the software does not contain needed functionality not limited to but including reporting and documentation.
- Proposed solution must be able to provide payroll services to all LTADD Participant employees.

2. Specific Medicaid Services Requirements include, but are not limited to:

- Ability to share data via API
- Provide electronic timesheets
- Ability to track Medicaid eligibility
- Ability to bill and track patient liability
- Provide robust reporting
- Ability to process payroll
- Ability to track employee requirements
- Ability to issue W2, tax reporting, calculations
- Ability to track budgets
- Ability to electronically bill services to KYMMIS
- Ability to track and file unemployment insurance
- Electronic Remittance



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PART III: SELECTION CRITERIA

LTADD will evaluate the bid proposals once received. In evaluating the bid proposals, a final decision will be made based on the selection criteria outlined below. Proposal must include documentation that supports these key areas for the proposed solution.

1. QUALIFICATIONS OVERVIEW

Proposal is to include responses to each of the below criteria.

- Solution Provider's History & Qualifications
- Overview of Proposed Solution
- Overview of Software
- Overview of Admin & End User portals
- Provide a Copy of Sample Terms & Conditions
- Local Client References (Minimum of Two)

2. GENERAL CRITERIA & WEIGHT CHART

Reliability of Service & Service Provider	25%
Ease of Use for End Users	15%
Ease of Management for Admin	15%
Total Cost of Ownership for Solution	30%
Ability to Meet or Exceed Service Level Requirements	15%