

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT**

CONTRACT NO: TBD

CAPTION: AcceliROUTE and AcceliCLAIM software systems

PROPOSED CONTRACTOR: Accelify, LLC

PROGRAM AGENCY: Office of the State Superintendent of Education

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Office of Contracting and Procurement, on behalf of the Office of the State Superintendent of Education (OSSE) Division of Elementary, Secondary, and Specialized Education (ESSE), is seeking Accelify, LLC to support and maintain AcceliClaim and AcceliRoute, -electronic healthcare claim file and tracking systems utilized to create “837” claim files, in accordance with standards established by the Health Insurance Portability and Accountability Act (HIPPA); as well as, the requirements for Medicaid reimbursement. Accelify, LLC must also analyze Remittance Advice (RA) documents received from the Department of Health Care Finance’s (DHCF) fiscal agent subsequent to submission of claim files to DHCF. The contract will cover collecting and translating all data necessary to produce 837 claim files for OSSE Nonpublic, OSSE Early Intervention Program (DCEIP), and for DC Public Schools both traditional and Charter. The data will be collected from the following data sources already used by OSSE and the District of Columbia Public Schools (DCPS):

- a) Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) Prescriptions
- b) Parental Consents
- c) Provider Credentials
- d) School-Based Health Services
- e) Service Authorization
- f) Student Attendance
- g) Student Enrollment
- h) Student Transportation Trip Data
- i) Special Education Database System (SEDS)
- j) DC Early Intervention Program (IDEA Part C) Strong Start Tracker
- k) Billing, Invoice and Tracking System for Special Education (BITSSE)

The purpose of contracting these services is to assist OSSE in the successful submission of Medicaid claims for eligible services provided to students in the DC EIP, in DCPS, and in nonpublic schools.

3. ESTIMATED REASONABLE PRICE:

The estimate fair and reasonable price is \$675,015.00. The period of performance will be October 1, 2016 - September 30, 2017.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. Accelify's AcceliROUTE and AcceliCLAIM software systems store and manage all special education service and transportation data required for Electronic Health Care Claim Filing, and serves the needs of the Office of the State Superintendent of Education (OSSE), each of the Local Education Agencies (LEAs) in the District of Columbia, including District of Columbia Charter Schools and Non-public Agencies. Accelify's AcceliROUTE and AcceliCLAIM implementations for the aforementioned agencies were developed and implemented in accordance with the requirements set forth by the Blackman Jones Consent Decree, and the requirements set forth and defined by OSSE, District of Columbia Public Schools (DCPS), and the District of Columbia Charter Schools, as well as, the laws and regulations established by the Individuals with Disabilities Act (IDEA) and the laws and regulations established by the DC Department of Health Care Finance (DHCF) in regards to administering the Medicaid program under Title XIX of the Social Security Act (42 U.S.C. § 1396). These systems serve as the system of record for all Medicaid direct billing for OSSE, DCPS, and nonpublic schools, as well transportation Medicaid billing for OSSE-DOT, DCPS, and District of Columbia Charter Schools.

- B. Accelify Solutions was awarded a contract in 2013, with option years, under the Blackman Jones Consent Decree to customize and implement its proprietary AcceliROUTE and AcceliCLAIM software systems for use by the aforementioned agencies. These proprietary systems have been customized by Accelify's school-based Medicaid billing experts in order to maximize Medicaid revenue, resulting in millions of dollars of increased Medicaid reimbursements annually.

- C. While training needs are limited as part of the contract, due to the degree of special education, Medicaid and Accelify Systems knowledge required to properly train on Accelify's systems, Accelify requires that all training be conducted by its internal training teams. Members of Accelify's training teams must have prior experience in special education and school-based Medicaid billing, work for the Company for at least

one year before being eligible to train, and must complete Accelify's internal product training program prior to training any customers. In addition, they must have at least two years of direct experience managing special education and Medicaid billing system implementations.

D. Accelify Solutions is the sole owner of the intellectual property rights and is the sole distributor and service provider for its software, including AcceliROUTE and AcceliCLAIM. Due to the scope of services and the expertise required to provide them, including a deep technical knowledge in the underlying proprietary technology contained in AcceliROUTE and AcceliCLAIM, as well as the proprietary nature and intellectual property rights of Accelify's software systems, maintenance and support is not available through any other entity. Only Accelify personnel with direct knowledge and expertise of the systems developed for OSSE are able to administer, maintain and consult on the functionality of these systems and their proper usage and implementation in order to maintain compliance with all relevant regulations, thus, a market survey was not conducted.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Hanseul Kang
State Superintendent, OSSE

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

Date

Alvin N. Stith
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter
Chief Procurement Officer