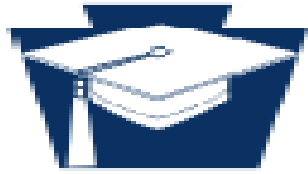


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**Pre-Proposal Conference
for
Special Education
School Based ACCESS Program
RFP #6100019953**

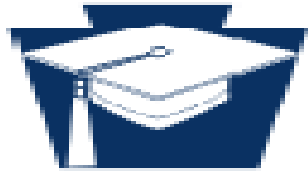
**Issuing Officer: Lawanza L. Poteat
November 10, 2011
10:00 – 12:00**



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Agenda

- Introduction
- Housekeeping
- Supplier Information
- Bureau of Minority and Women Business Opportunities (BMWBO)
- Overview of RFP
- Areas of Attention
- RFP Requirements
- Review of Submitted Questions and Answers
- Additional Questions and Answers



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Introductions

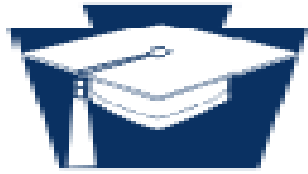
Agency Representatives:

PA Department of Education

- Lawanza L. Poteat, Issuing Officer
- Thomas Seben, Special Education
- Richard Moss, Special Education

Department of General Services

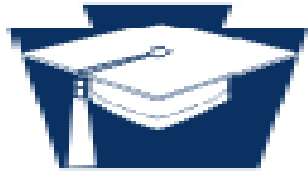
- Gayle Nuppnau, BMWBO, Procurement Liaison



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Housekeeping

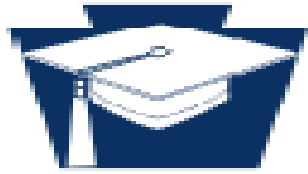
- In the event of a fire drill:
 - Exit via stairs to the right of this conference room
 - Meeting point is the Train Station
- Restrooms are to the right of conference room
- Make sure you are signed in!
 - Sign in sheet will be posted with addendum to emarketplace



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Supplier Information

- DGS Website (www.dgs.state.pa.us) provides:
 - Supplier Service Center
 - How to register to do business w/Commonwealth
 - E-Alerts
 - Resource Account - Requests@state.pa.us
 - PA eMarketplace
 - www.emarketplace.state.pa.us
 - PA Supplier Portal
 - www.pasupplierportal.state.pa.us
 - Procurement Handbook



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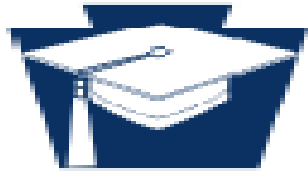
Bureau of Minority and Women Business Opportunities (BMWBO)

Disadvantaged Business Program (DB)

Program designed to encourage participation of Disadvantaged Businesses (DB) in state contracting

- Two Types of Disadvantaged Businesses
 - Small Disadvantaged Businesses
 - Socially Disadvantaged Businesses

- Enterprise Zone Small Business



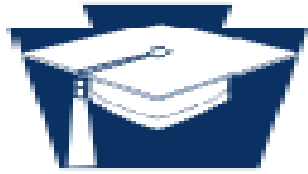
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BMWBO (cont.)

Small Disadvantaged Business...

is one of the below:

- Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses
- United States Small Business Administration (SBA) certified 8(a) small disadvantaged business concerns

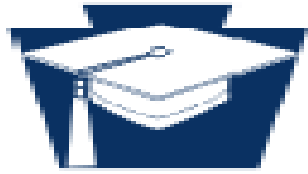


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BMWBO (cont.)

Small Disadvantage Business

- Grosses less than \$20 million annually or \$25 million for companies involved in Information Technology (IT) services or sales. Proof of annual sales can be one of 3 items listed below:
 - Copies of audited financials
 - Copy of recent federal tax form
 - Letter from a CPA attesting to company's annual sales
- Employ no more than 100 full-time or full-time equivalent employees Proof of number of employees can be one of 2 items listed below:
 - Copy of 941's
 - Letter from company attesting to number of employees
- Is able to do the work in question
- Must be for profit
- Must be owned by a U.S. Citizen



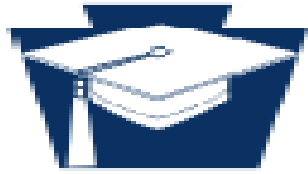
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BMWBO (cont.)

Socially Disadvantaged Business...

are businesses in the United States that BMWBO determines are owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial or ethnic prejudice or cultural bias, but which do not qualify as small businesses.

- Must be bidding as a prime contractor on the RFP
- Must have suffered chronic and substantial racial or ethnic prejudice or cultural bias in the United States due to the business person's color, ethnic origin, or gender
- The prejudice or cultural bias must have negatively impacted the business's establishment or growth
- To qualify as Small and Socially Disadvantaged Businesses, companies must be for-profit (non-profit entities do not qualify). They must also be owned by U.S. citizens



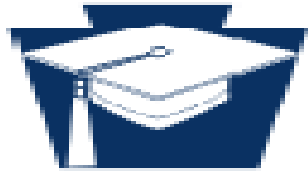
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BMWBO (cont.)

Important information to Note: Section II of RFP

To receive credit for being a Small Disadvantaged Business or a Socially Disadvantaged Business or for entering into a joint venture agreement with a Small Disadvantaged Business or for subcontracting with a Small Disadvantaged Business (including purchasing supplies and/or services through a purchase agreement), a Offeror must include proof of Disadvantaged Business qualification in the Disadvantaged Business Submittal of the proposal per section II of the RFP.

- Copy of active certification
- Proof of annual sales
- Proof of number of employees
- If using a company in the 8(a) program must show proof of US Citizenship
- Provide a numerical percentage for commitment based on base term of the contract
- Disadvantaged Business must be named including address and phone
- Specify the type of goods or services the Disadvantaged Business(es) will provide
- You will not receive credit by stating that you will find a Disadvantaged Business after the contract is awarded or by listing several companies and stating you will select one later

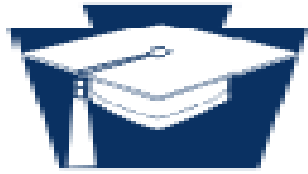


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BMWBO (cont.)

The Issuing Office encourages participation by small businesses, whose primary or headquarters facility is physically located in areas the Commonwealth has identified as Designated Enterprise Zones, as prime contractors, joint ventures and subcontractors/suppliers.

- Bonus points
- No data base or directory of enterprise zones must contact
- Ms. Aldona Kartorie at (717) 720-7409
- Confirmation of Enterprise Location (obtained from the local enterprise zone office)
- Proof of business headquarters location
- Proof of US Citizenship of owner of the business
- Proof of Gross sales
- Proof of number of employees



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Bureau Of Minority and Women Business Opportunities

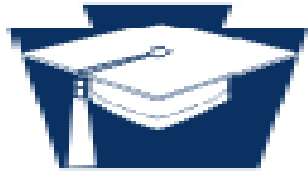
BMWBO

Ms. Gayle Nuppnau

Procurement Liaison

Telephone: (717) 346-3819

E-Mail: gnuppnau@state.pa.us

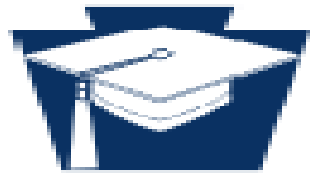


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Overview of RFP

Background

The PA Department of Education (PDE), Bureau of Special Education (BSE), through a Memorandum of Understanding (MOU) with the PA Department of Public Welfare (DPW) developed and operates comprehensive programs to recover federal Medicaid funds. Through the School-Based ACCESS Program (SBAP), Local Education Agencies (LEA) are reimbursed for medically necessary, direct medical and mental health services included in Individual Education Programs (IEP) for Medicaid enrolled children ages 3-21, and for Medicaid eligible administrative activities through the Administrative Claims Program (ACP)

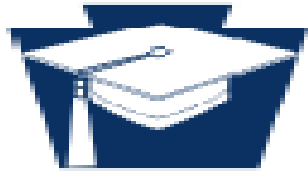


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Overview of RFP (cont.)

Background

BSE requires the maintenance and operation of a comprehensive third party billing system, which will allow LEAs throughout the Commonwealth of Pennsylvania to submit claims to the DPW for federal Medical Assistance reimbursement.

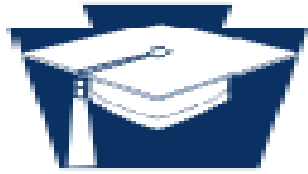


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Areas of Attention

Goals for this procurement:

- High level of quality at a reasonable dollar value!
- High level of customer service and support for participating LEAs and PDE
 - Access to supplier between the hours of 8 AM – 4:30 PM Monday – Friday
 - A supplier who is responsive to the customers needs by answering technical support questions as well as questions regarding the claims
 - Support LEAs with error reporting and audit issues

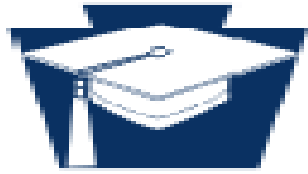


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Areas of Attention (cont.)

- A strong training program
 - Supplier who shows understanding of school-based Medicaid billing
 - Has strong training plan with experienced trainers

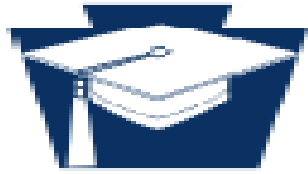
- An electronic billing program that will:
 - Provide reports to PDE and the LEAs
 - Track LEAs claim submissions for the month, year, etc.
 - Provide individual LEA claims reports that include monthly, yearly claims totals



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Areas of Attention (cont.)

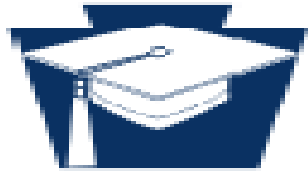
- Part I, Section I-17 Demonstrations and Discussions for Clarifications
 - Offerors are requested to demonstrate their products
 - Issuing Officer will be in contact within two weeks after proposals have been received to schedule demonstration
 - Will give agenda and clarification items one week prior to scheduled meeting time.



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Areas of Attention (cont.)

- Cost Submission – Reference Part IV Statement of Work in Proposal
 - Deliverables – transition and turnover costs
 - BSE Tasks – one hourly rate for all costs associated with the task listed in proposal
 - LEA Tasks – services paid on a per transaction fee associated with:
 - Direct Services Claims
 - Transportation Claims
 - Administrative Claims

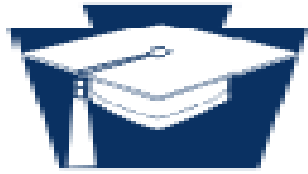


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Proposal Submission

Sealed proposal must be received on or before
November 30, 2012, 1:00 PM EST to the Issuing
Office at the following address:

PA Department of Education
Bureau of Management Services
Attn: Lawanza Poteat
333 Market St., 15th Floor
Harrisburg, PA 17126



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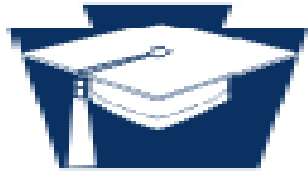
Proposal Submission (cont.)

ADDRESS PROPERLY!!

Please include:

- RFP Number
- Number Multiple Package
(i.e. 1 of 3, 2 of 3, etc.)
- Must be Sealed
- Allow time for delivery

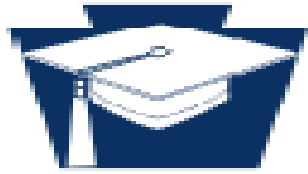
If the proposal is delivered in person, we will assure you receive a receipt for your proposal.



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RFP Requirements

- Proposal is divided into the following three parts that must be submitted in separate individual sealed envelopes:
 - Technical Requirements = 50% of total points
 - Disadvantaged Business Submittal = 20% of total points
 - Cost Submittal = 30% of total points
 - Bonus Points: Domestic Workforce Utilization & Enterprise Zone
- Proposal Submission Deadline- Put in date and Time
- Proposal Quantities – Part I, Section I-12
 - 7 paper copies and 2 electronic copies of Technical submittal
 - 1 paper copy and 2 electronic copies of Cost submittal
 - 2 paper copies and 2 electronic copies of Disadvantaged Business submittal
- Award structure: Single award

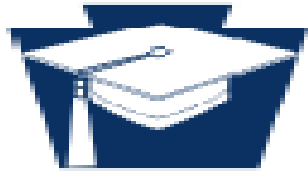


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RFP Requirements (cont.)

- Mandatory Response Requirements
 - Financials
 - Personnel Qualifications
 - Solutions

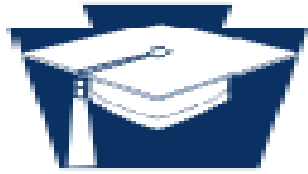
- Contract Requirements
 - Signed by an official authorized to bind the company to a contract
 - Must obtain 70% of total available technical points to advance
 - If you specify that the proposal is not firm for the time period specified in Section I-12 of the RFP, your proposal may be rejected.
 - If there are any assumptions included in the cost submittal, your proposal may be rejected.
 - If you state that the proposal is contingent on negotiation of Offeror terms and conditions, your proposal may be rejected.



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Questions and Answers

- Review of Questions
- Additional Questions
 - Please be sure to write down all your questions on the Q&A sheets provided



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Answers provided today are considered
unofficial and not binding.

All questions and responses will be posted on
the DGS Emarketplace Website:

<http://www.emarketplace.state.pa.us>

*Thank-you for attending today's
Pre-proposal conference*