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**To:**           Darin Crawford  
                  Assistant Superintendent for Support Services

**From:**       James Briscoe  
                  Director of Procurement Services

**Date:**        May 3, 2024

**Re:**           Medicaid & Student Health Related Billing Services (SHARS)  
                  Annual Contract #24-06-5362RFP

Bids were received and opened at 10:00 a.m., Thursday, April 24, 2024, as advertised and specified in documents concerning **Annual Contract #24-06-5362RFP Medicaid & Student Health Related Billing Services (SHARS)**.

**Recommendation:**                   MSB School Services, LLC

**Funding:**                               SHARS Funds

**Estimated Expenditure:**           **\$125,000.00**           Annual Administration Fee  
   **\$30,000.00**           Unlimited Workshop /Training Fee  
   **\$293,259.60**        Licensing Fee  
   **\$154,564.96**        Cost Report Services: 1.75%  
   **\$602,824.56**        Estimated Total for 2024-2025

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# CYPRESS FAIRBANKS

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Barbara Levandoski  
Assistant Superintendent for Educational Support Services

To: James Briscoe  
Director of Procurement

From: Barbara Levandoski  
Assistant Superintendent for Educational Support Services

Date: May 31, 2024

RE: Medicaid & Student Health and Related Services Billing  
Request for Proposal #24-06-5362  
Contract Award Recommendation

CC: Dr. Linda Macias, Chief Academic Officer  
Karen Smith, Chief Financial Officer

The district received five (5) proposals for RFP#24-06-5362 on April 25, 2024, from interested providers for Medicaid & Student Health Related Billing Services. Proposals were received from the following companies: Houston Independent School District-Medicaid Finance and Consulting Services, MSB School Services, LLC, Onward Learning (Texas Special Education Software Solutions, LLC), Public Consulting Group, and Texas State Billing Services.

A contract is needed to provide a full-service electronic solution for Medicaid & Student Health and Related Billing Services. The awarded provider must be able to maximize reimbursements and minimize administrative burden while also offering training to staff and ensuring compliance. The awarded system must be user friendly with consideration of additional teacher/staff time and workload. Additionally, it must fully integrate with the current CFISD Special Education Management System.

A four-member committee consisting of both the finance and special education departments individually reviewed each proposal. The following CFISD employees participated in the process: Karin Olsen, Assistant Director for Student Appraisal; Jennifer Hurt, SHARS/MAC Specialist, Melissa McAnear, Director of Business Services, and Patti Sanford, Accountant IV.

Based on the proposals submitted and the evaluation criteria set forth in the RFP, we recommend MSB School Services, LLC for award with a contract term of July 1, 2024 through June 30, 2025, with the option to renew for 4 years.

If you should have any questions or concerns, please do not hesitate to contact me at 281-897-6421.

Regards,  
Barbara Levandoski

**24-06-5362-RFP Medicaid & Student Health Related Billing Services (SHARS)**

**TEAM SCORE SUMMARY**

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Average Score	Ranking
Texas State Billing Service	62.00	50.40	38.00	30.50	45.23	5.00
Public Consulting Group	58.60	74.40	33.00	33.00	49.75	4.00
Onward Learning (Texas Special Education Software Solutions, LLC)	60.80	84.50	34.00	65.20	61.13	2.00
Medicaid Finance and Consulting Services (Houston Independent School District)	63.70	69.40	25.00	45.50	50.90	3.00
MSB School Services, LLC	78.60	85.80	100.00	75.70	85.03	1.00