

ADDENDUM NO. 01

**2025-26.RFP03
Student Behavioral Health Records Data System**

Hacienda La Puente Unified School District

June 29, 2026

RFP 2025-26.RFP03 Student Behavioral Health Records Data System

Addendum No. 01

The following changes, additions, deletions, or corrections shall become a part of the Contract Documents for the project named above and all other conditions shall remain the same. The Responders shall be responsible for transmitting this information to all affected subcontractors and suppliers prior to the closing of Proposals. Acknowledge receipt of this Addendum in spaces provided on the Proposal Form. Failure to acknowledge may subject Responder to disqualification.

REVISIONS: NOTICE SOLICITING PROPOSALS / INSTRUCTIONS TO RESPONDENTS

PROPOSAL DUE DATE:

Responders must submit sealed proposals on or before 3:00 p.m., July 7, 2026, at the District Office, located at 15959 E Gale Ave., City of Industry, California 91745, and Responders must ensure that the District time stamps the Responder's Proposal at that time. The District is not responsible for (1) Proposals received after the deadline noted above; (2) Proposals misdelivered, by any method, even to a different District address.

INTERVIEW/DEMONSTRATION

A final interview/demonstration for top scored providers is tentatively scheduled for Wednesday, July 15, 2026. Please let us know if you prefer a virtual or in-person demonstration in your RFP response, the District reserves the right to select a format that is in its best interest.

REVISIONS: INSTRUCTIONS TO RESPONDERS

QUESTIONS:

1. Approximately how many users will require access to the system?
ANSWER: Approximately 80 users will require access to the system.
2. What is the anticipated monthly claims volume?
ANSWER: The anticipated monthly claims volume is unknown at this time and cannot be accurately projected.
3. Do you plan to provide a self-service portal for parents and/or students?
ANSWER: At this time, we have not yet determined whether a self-service portal will be provided for parents and/or students.
4. Do you currently have an SFTP server that can be utilized for secure data exchange with Availity and Carelon?
ANSWER: Yes, our Information Technology Department maintains the necessary server infrastructure to support secure data exchange. Additionally, the District has an existing partner agreement with the California Department of Health Care Services (DHCS) and currently supports data exchange processes related to Carelon and Medi-Cal.
5. **Award Timeline**
 - a. Is there an anticipated award date or Board approval timeline for this procurement?
ANSWER: We anticipate presenting this item to the Board of Education at its August 20, 2026 meeting.
6. **Project Schedule**
 - a. What is Hacienda La Puente USD's expected project start date following contract execution and/or target go-live date?
ANSWER: We anticipate presenting this item to the Board of Education at its August 20, 2026 meeting.

7. **Current Medicaid Billing Process**

- a. How does Hacienda La Puente USD currently manage Medicaid billing activities?

ANSWER: The District is not currently managing Medi-Cal billing.

8. What vendor is Hacienda La Puente USD currently working with for these activities?

ANSWER: At this time, HLPUSD does not have a contracted vendor providing these services.

9. **Historical Data Migration**

- a. Will historical health and/or behavioral health records require migration into the new system?

ANSWER: No historical health records are currently maintained or stored by the District.

- b. If so, what source system(s) currently contain those records?

ANSWER: N/A

10. Does HLPUSD anticipate a vendor shortlisting process followed by solution demonstrations?

- a. If so, what is the anticipated timeline for shortlist notification and demonstrations?

ANSWER: Yes. The District anticipates utilizing a shortlisting process followed by interviews, presentations, and/or solution demonstrations with selected proposers. However, the District reserves the right, at its sole discretion, to select a vendor and make an award based solely on the written proposals submitted, without conducting interviews, presentations, demonstrations, or any other subsequent evolution activities.

11. Given the timing between the question submission deadline, anticipated receipt of responses, and the proposal due date in hard copy format, vendors will have limited opportunity to incorporate clarification responses into a comprehensive and well-informed proposal.

- a. Would HLPUSD consider extending the proposal submission deadline by approximately three (3) weeks to allow vendors sufficient time to incorporate responses and ensure an accurate, high-quality submission?

ANSWER: No extensions will be granted due to the timeline and quick turnaround determination.

12. Could you please share the anticipated budget or budget range allocated for this project to help ensure that proposed solutions are appropriately scaled and aligned with your expectations?

ANSWER: Unable to provide an anticipated budget.

13. Could you please clarify your desired timeline for the Go-Live of the new EHR system following contract execution? Specifically, do you expect all LEAs that have opted in to Go-Live simultaneously, or is a phased or staggered Go-Live approach preferred or acceptable?

ANSWER: The District anticipates implementation and go-live during the fall semester, contingent upon the timely selection and onboarding of a vendor.

14. Please specify the number of EHR users that should be factored into the Responder's fee schedules. These users may include administrators, affiliated providers, billing staff, and anyone requiring EHR access.

Approximately 80 EHR users are expected to require system access. Will prescribing be a need?

If yes, how many prescribers should be included in our cost proposal?

ANSWER: The District anticipates that approximately 100 users will require access to the Electronic Health Record (EHR) system.

15. Should vendors include a mobile/disconnected solution in the proposed scope and pricing for staff providing services in the community (e.g., documenting service notes offline on mobile devices)?

- a. If yes, how many named users will require access to the EHR in a disconnected state?

ANSWER: Unable to determine at this time.

16. Will there be a centralized team who will manage implementation and ongoing support for the project/solution, including both COE and LEA staff? **YES**

- a. If yes, how many staff will be involved, and what are their roles?

ANSWER: Four staff members are anticipated to require access, including the Director, Coordinator, Counselor, Office Assistant, and Biller.

17. Please confirm that COE will be the designee to coordinate across all LEAs for implementation and documentation? For instance, will COE coordinate implementation and documentation across all LEAs (e.g., SFTP setup, batch registrations, SPI rosters, system configuration, training)?

- a. Or will vendors need to work directly with each LEA for these components?

ANSWER: Vendor will work directly with the LEA.

18. Do COE or participating LEAs currently use an EHR system?

ANSWER: No

- a. If yes, which system(s)?
b. When were they implemented?
c. When do the contracts end?
d. Are they vendor-hosted or self-hosted?

19. Beyond SIS platforms, are there other systems the EHR must integrate with (bi- or unidirectionally)? The RFP mentions “**other district tools**”. Please clarify what these tools are and how you will be utilizing them.

ANSWER: No

20. Do you require lab integration?

ANSWER: Yes

- a. If yes, which lab provider(s)?

ANSWER: Providers include Aeries SIS, SIRAS, Child Plus

21. What technical skills do your IT staff possess (e.g., .NET, JavaScript, SQL) to support post-Go-Live maintenance and customization?

ANSWER: It varies

22. Please confirm whether your organization is seeking full-service billing as part of this procurement. Specifically:

- a. Do you intend to outsource billing and claims processing, including claim submissions, follow-ups, and payment collections, to the selected vendor?

ANSWER: Full-service billing vendor

- b. If full-service billing is not intended, could you please clarify the specific billing responsibilities expected of the vendor?

If full-service billing is being requested, please respond to the additional questions below to help us better understand your requirements.

23. To understand the organizational structure and roles:

- a. How many individual provider NPI numbers will need to be tracked for billing?
ANSWER: Approximately 80 but rolling out gradually
- b. How many sites will need to be configured (e.g., per district)?
ANSWER: 28 school sites and office
- c. Are there certain affiliate providers that are specific to the sites, or can certain providers work at different sites?
ANSWER: No affiliate partners now.
- d. How many hours per week are the providers expected to see clients on average?
ANSWER: At least 30 percent of their week.
- e. What is the average anticipated time duration per service?
ANSWER: 30-60 mins
- f. Will group services be offered in the CYBHI program?
ANSWER: Yes

24. For contracting and credentialing with the payers for reimbursement, Medi-Cal, and Commercial payers, will the contracts be expected to be at the cohort level or school level?

ANSWER: District level for all schools

- a. Will the selected vendor be expected to negotiate the contract reimbursement rates or accept the standard rates for Commercial and MCO payers?
ANSWER: TBD
- b. Are the providers already licensed and credentialed in the state (as far as you are aware)?
ANSWER: Yes, providers are licensed and/or credentialed.
- c. Do you have a list of commercial payers you want to be contracted and credentialed with initially?
ANSWER: N/A

25. Do you have an estimated claim volume per month (across all schools/sites)?

ANSWER: No estimated claim at this point.

26. Are any of the LEAs currently providing services and receiving reimbursement?

ANSWER: No

27. Please provide details on how you currently handle eligibility verification. If you verify through Medi-Cal, do you already have established credentials for that process?

ANSWER: The District does not currently perform Medi-Cal eligibility verification or management.

28. Are you currently billing, or planning on billing commercial and/or other sources other than the state programs (LEA BOP, CYBHI, etc.)?

ANSWER: NO

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