REQUEST FOR PROPOSALS
FOR Jobs 1st
Electronic Health Records – Medical Billing and Coding
For The Period
January 1, 2015 through June 30, 2015

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Marty Culp
Business Services Development Specialist
Southern Alleghenies Planning & Development Commission (SAP&DC)
3 Sheraton Drive, Altoona, PA 16601
Telephone Number: 814-949-6526
E-mail Address: mculp@sapdc.org
GENERAL INFORMATION

A. Purpose
This Request for Proposals (RFP) is to secure the services of a qualified training provider to provide a comprehensive training program for employees of businesses located in the six-county Southern Alleghenies Region (Bedford, Blair, Cambria, Fulton, Huntingdon & Somerset Counties). The training is intended to assist existing businesses to train their existing employees so that they may enhance their skills.

B. Who May Respond
Any educational institution or qualified training provider with appropriate expertise and required qualifications may respond.

C. Description of Entity
Southern Alleghenies Planning & Development Commission will be the contract administrator. SAP&DC, a public nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c) (4) of the Internal Revenue Code. It is governed by a 19-member volunteer Board of Directors. Administrative offices and all records are located at 3 Sheraton Drive, Altoona, PA 16602.

D. Proposal Information

1. Closing Submission Date
Proposals must be submitted no later than 4:00 PM on November 24, 2014.

2. Submission Instructions
Proposals should be submitted in an electronic format (preferably pdf) to the following:

Marty Culp
Business Services Development Specialist
mculp@sapdc.org

It is the responsibility of the Offerer to ensure that the proposal is received by SAP&DC by the date and time specified above. Late proposals will not be considered.

3. Inquiries
Inquiries concerning this RFP should be directed to Marty Culp, 814-949-6526 or mculp@sapdc.org.

4. Conditions of Proposal
All costs incurred in the preparation of a proposal responding to this RFP shall be borne by the party submitting the proposal and will not be reimbursed by SAP&DC.
5. **Right to Reject**
SAP&DC reserves the right to reject any and all proposals received in response to this RFP. A contract or contracts for the accepted proposal(s) will be based upon the factors described in this RFP.

6. **Notification of Award**
It is expected that a decision selecting the successful proposals will be made within (2) weeks of the closing date for the receipt of proposals.

**E. Contract Information.** The contracts to be entered into between SAP&DC and those whose proposals are accepted shall include, without limitation, the following provisions:

1. **Type of Contact**
   Independent Contractor Agreement for Professional Services

2. **Period of Performance**
   The period of performance for this program will be from January 1, 2015 through June 30, 2015.

3. **Payment**
   Contractors will receive 75% of the approved cost for the provision of services from SAP&DC and the remaining 25% from the individuals enrolled in the training program either from the individual or from a business for their employees. Invoices may be submitted at the conclusion of the training to SAP&DC. The contractor shall be responsible for collecting 25% of the approved cost from each participant enrolled in the training program, SAP&DC will not be responsible for 25% of the approved cost per each attendee enrolled. Final invoices are due July 18, 2015. Invoices received after that date will not be honored.

4. **Termination**
   SAP&DC shall reserve the right to terminate contracts on thirty (30) days notice for any reason or no reason.

5. **Confidentiality**
   Contractors shall agree to keep the information related to all contracts in confidence.

6. **State Inclusions:** The funds for this project have been secured from the Commonwealth of Pennsylvania: As such the following provisions will be included in the contract, all parties submitting proposals must be prepared to adhere to the following provisions:
1. Contractors shall agree to defend and indemnify SAP&DC and the Commonwealth of Pennsylvania and its and their former, current and future directors, officers and employees and save them harmless from and against any and all claims, actions, damages, liability and expense (including, but not limited to, reasonable attorney’s fees and disbursements) asserted by a third party in connection with (i) any and all loss of life, personal injury or damage to property or business arising from, related to, or in connection with the execution or completion of the training program by the contractor; (ii) any act or omission of the contractor, or any contractor, subcontractor, licensee or concessionaire, or its or their respective agents, servants or employees engaged in providing training programs under the Agreement; (iv) the breach by the contractor of any covenant of the contractor contained in the Agreement; or (v) the performance by the contractor of its obligations under the Agreement.

2. While performing under contractor shall maintain liability and automobile insurance in amounts acceptable to SAP&DC and shall also maintain worker’s compensation insurance as required by law.

3. Neither party to the contract nor any agent, employee or servant of a party, shall be, or shall be deemed to be, an employee, agent or servant of the other party. Nothing in the contract shall be interpreted as creating a lease, partnership or joint venture between the parties, each of which are separate and distinct entities.

4. The parties shall agree that the benefits and obligations of the covenants in the contract shall be binding upon, and inure to the benefit of, each of the parties successors and assigns. The contractor shall agree that the Commonwealth of Pennsylvania is a third party beneficiary of the contract and, as such, shall have the right, but not the obligation, to enforce the terms of contract against the contractor on behalf of itself and SAP&DC.

5. Pursuant to federal regulations promulgated under the authority of The Americans with Disabilities Act 28 C.F.R. 35.101 the contractor understands and agrees that it shall not cause any individual with a disability to be excluded from participation in any of the training programs. The contractor agrees to comply with the General Provision against Discrimination 28 C.F.R. 31.130 and all other regulations promulgated under Title II of the American with Disabilities Act.

6. The contractor shall certify that it is not under suspension or debarment by the Commonwealth of Pennsylvania or any governmental entity, instrumentally, or authority.

7. The contractor shall certify that it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
8. The contractor shall agree to abide by the Commonwealth of Pennsylvania’s record retention policies.

9. The contractor shall agree that it may not assign or delegate its duties and responsibilities under the contract without the express consent of SAP&DC.

10. The contractor shall certify that as of the execution of the agreement that it is in compliance with the Commonwealth of Pennsylvania’s contractor responsibility provisions and shall continue to comply with those provisions throughout the term of the agreement.

11. The contractor shall certify that as of the execution of the agreement that it is in compliance with the Commonwealth of Pennsylvania’s contractor integrity provisions and shall continue to comply with those provisions throughout the term of the agreement.

12. The contractor shall agree to the Commonwealth of Pennsylvania nondiscrimination and sexual harassment prohibitions and requirements.

13. The contract shall be subject to the Commonwealth of Pennsylvania’s right to know law provisions.
The Southern Alleghenies Partnership for Regional Economic Performance (PREP) in cooperation with the Southern Alleghenies Workforce Investment Board (WIB) recognize that businesses, their employees and the overall regional economy benefit from employees that have the most current workforce skills. The PREP and WIB would like to respond to this opportunity by contracting with a qualified training provider to provide in-depth training to groups of individuals employed by various businesses to help them enhance their skills.

The successful provider will be responsible for managing the registration process for the training program.

Respondents to this RFP are asked to provide a training plan to train individuals to obtain the skills as detailed below:

**Electronic Health Records – Medical Billing and Coding Required Skills**

Upon completion of the training, participants should have an understanding of the following:

**Electronic Health Records**
- Medical Terminology
- Managing, analyzing & processing health information
- Data organization, collection and privacy regulations
- Major Medical Insurance Programs

**Medical Billing and Coding**
- Introduction to Medical Coding and Billing
- Law, Ethics, & HIPAA
- Billing and Reimbursement
- Diagnostic Coding
- Procedural Coding (ICD-9, CPT, HCPCS)
- Insurance and Patient Billing
A. **Proposal Format**

Proposals should not exceed ten (10) pages in length including the Proposal Summary Sheet and should be typed on 8.5 X 11 inch pages with margins no smaller than one (1) inch. Font size should be no smaller than twelve (12) points. Proposals must be submitted electronically in Microsoft Word 2013 or Adobe PDF via e-mail.

B. **Proposal Outline**

1. **Proposal Summary Sheet (See attached)**

2. **Demonstrate Understanding of Work to be Performed**
   The Offerer should detail the training program including:
   - A description detailing the manner in which the training will be provided, classroom instruction, hands on training, etc.
   - Equipment that will be required for the training and how that equipment will be made available to the trainees.
   - The number of people that can be trained at one location,
   - Preferred venue to provide training.
   - How the provider will provide training in multiple locations if required to do so. (Altoona, Bedford, McConnellsburg, Johnstown, Huntingdon and Somerset)
   - The base line skills required for the individuals to be trained,
   - The time required for the training (Training that does not result in a certification should not exceed 8 hours.)
   - The final outcome for the participants in the training program.
   - The manner in which registrations will be managed for the program.

3. **Organizational Experience/Past Performance**
   The Offerer should describe its organization, size (in relation to the proposed services to be performed), and structure. The Offerer should describe its prior experience that qualifies the Offerer's organization to fill the role based on past performance of the same or similar programs. If a team of agencies/organizations has been assembled to respond to this RFP, please indicate the Team lead and detail how the team will be organized to deliver the work that is being purchased.

4. **Staff Qualifications**
   The Offerer should identify all personnel that will be assigned to the project, including contact information such as address, phone number, fax number, and e-mail address. The Offerer should also describe the relevant qualifications of staff
to perform the proposed service, including technical, educational, and work background. This section of the proposal should include descriptions of the staff and the team makeup. Team member credentials may be included as an attachment and will not be incorporated as part of the ten (10) page proposal.

5. **Cost Proposal**
All Offerers should present a complete cost for offering this training program. The cost should include all time, travel, supplies, equipment, personnel and other costs needed to develop and deliver the entire program. A total cost should be presented for conducting the session in each of the following locations: Altoona, Bedford, McConnellsburg, Johnstown, Huntingdon and Somerset, the location or locations has not been determined and will be based on demand. The offer should also include the number of individuals that can be trained at each location and the cost per person should enrollment in all sessions be at capacity.

The SA PREP Network/ SAWIB will be responsible for the following costs associated with the training sessions:
- Venue Rental fee (If the Offerer prefers to utilize a specific venue please indicate the venue choice and the cost for rental)
- Hospitality Costs

SA PREP Network/ SAWIB will be responsible for:
- Promoting the training to businesses in the region
- Securing the venues and coordinating any hospitality services.

6. **Assurances**
All Offerers should demonstrate that the staffing plan is adequate to ensure that the training sessions will be presented as planned. Define the strategy to respond to unforeseen circumstances that would prevent the scheduled presenter from being available to teach the scheduled training.

7. **References**
Provide 3 professional references from businesses that have utilized your training services in the past.
A. **Proposal Contents**  
All proposals must follow the specified format and include all required elements listed in the Proposal Guidelines.

B. **Nonresponsive Proposals**  
Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:  
- The proposal is not received timely in accordance with the terms of this RFP.  
- The proposal does not follow the specified format.  
- The proposal is not adequate to form a judgment by the reviewers that the proposal will meet the objectives outlined in the statement of work.

C. **Evaluation**  
Evaluation of each proposal will be based on the following criteria:

<table>
<thead>
<tr>
<th>Quality of Training Program</th>
<th>Past Experience</th>
<th>Staff Qualifications</th>
<th>Ability to provide training in multiple locations</th>
<th>Projected outcome</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0</td>
<td>5.0</td>
<td>5.0</td>
<td>10.0</td>
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<td>10.0</td>
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</tbody>
</table>

D. **Review Process**  
- The responsive proposals will be scored by a review committee.
Southern Alleghenies Jobs 1st
Training Proposal Summary Sheet
(A separate proposal and summary sheet should be prepared and submitted for each training program)

Training Program

- [ ] Advanced Sales Training
- [ ] CPR/ First Aid
- [ ] SERVsafe
- [ ] Blueprint Reading & Basic Math
- [ ] Forklift-Certification & Recertification
- [ ] LEAN Certification
- [ ] Communications/Team Building/Conflict Management
- [ ] Slip, trip, safe patient handling in healthcare environment
- [ ] Supervisor Development Training
- [ ] Electronic Health Records/ Medical Billing and Coding
- [ ] Safety awareness and fall protection dealing w/heights

Training Provider

Business /Organization/Institution: ________________________________
Address: ________________________________
Contact Person: ________________________________
Title: ________________________________
Phone Number: ________________________________
E-Mail Address: ________________________________

Training Details

Preferred Venue(s) for Training
________________________________________
________________________________________
________________________________________

Total Cost of Training:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altoona</td>
<td>$</td>
</tr>
<tr>
<td>Johnstown</td>
<td>$</td>
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<tr>
<td>Bedford</td>
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<td>Huntingdon</td>
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<tr>
<td>McConnellsburg</td>
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<tr>
<td>Somerset</td>
<td>$</td>
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</table>

Per Person Cost based on 20 people

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Altoona</td>
<td>$</td>
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<td>Johnstown</td>
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Maximum Number of People that may trained at each venue. ________________

Total Time Required for Training: ________________

# of Training Sessions required at a single location: ________________

Certificate Earned: ________________