



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2019-07-23 10:05 - Regular School Board Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

ITEM No.:
EE-6.

TITLE:
Recommendation to Approve First Amendment and Additional Spending Authority - 58-138E - Medicaid 504 Plan Management System

REQUESTED ACTION:
Approve the First Amendment to the Agreement. Contract Term: July 1, 2018 through June 30, 2021, 3 Years; User Department: Exceptional Student Learning Services (ESLS); Additional Requested Amount: \$140,000; New Award Amount: \$1,302,350; Awarded Vendor(s): Accellify Solutions, LLC.; Small/Minority/Women Business Enterprises: None.

SUMMARY EXPLANATION AND BACKGROUND:
Approval of the First Amendment to the Agreement will allow the District to enhance the Electronic Database System by adding a progress monitoring and full-time equivalent monitoring tools which ultimately facilitate Medicaid Billing and Section 504 modules for the District.
The amendment to the agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:
The estimated financial impact to the District will be \$140,000. The contract award amount was for \$1,162,350. The request is to increase the spending authority by \$140,000, bringing the new contract value to \$1,302,350. The funding source will come from the ESLS operating budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
(1) Executive Summary (2) First Amendment to Agreement (3) Approved ARF 5-8-2018 SBOM EE-9 (4) Financial Analysis Worksheet

BOARD ACTION:
APPROVED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Dr. Antoine L. Hickman	Phone: 754-321- 3456
Name: Mary C. Coker	Phone: 754-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title
Maurice L. Woods - Chief Strategy & Operations Officer

Signature
Maurice Woods
7/9/2019, 10:17:45 AM

Approved In Open Board Meeting On: **JUL 23 2019**
By: *Heather P. Burkwood*
School Board Chair

EXECUTIVE SUMMARY

Recommendation to Approve First Amendment and Additional Spending Authority 58-138E – Medicaid 504 Plan Management System

Introduction

Responsible: Procurement and Warehousing Services (PWS)

This request is to approve the First Amendment with additional spending authority to the Agreement between Accelify Solutions, LLC (Accelify) and The School Board of Broward County, Florida (SBBC), to add functionality and enhancements to the Medicaid 504 Plan Management System. Item EE-9 was approved by the School Board on May 8, 2018, for the Accelify Agreement with a contract term of three (3) years beginning July 1, 2018 through June 20, 2021 with two (2) optional one (1) year renewal periods and approved spending authority of \$1,162,350. The additional spending authority requested with the First Amendment is \$140,000, which would bring the new spending authority to \$1,302,350.

Goods/Services Description

Responsible: Exceptional Student Learning Support (ESLS)

The purpose of the amendment is to enhance the Electronic Database System software by adding a Full-time equivalent (FTE) estimator tool called AcceliASSIGN, customization costs for the existing system changes and enhancements to the Medicaid billing and Section 504 modules, and a progress monitoring tool called AcceliPROGRESS.

The AcceliASSIGN FTE estimator provides a visual map of all schools in the District that allows the user to determine the number of FTEs required to comply with the service needs of students at each school location. In other words, this system will determine the optimal number of Speech/Language Pathologists and/or Support Facilitators needed at each school based on not only caseload (number of students) but also on workload (meetings, planning time, etc.). The AcceliPROGRESS electronic database system will monitor student progress related to Individualized Educational Plan (IEP) therapy and academic goals. This provides the District with a consistent method to track student progress across all school locations. The AcceliPROGRESS system is given free to SBBC for the 2019-2020 School Year.

AcceliASSIGN (FTE Estimator) Features and Benefits to SBBC:

- Determines the number of FTEs needed for each school by type of service provider, i.e., (Speech Language Pathologist, Support Facilitator), based on student plan requirements and workload factors.
- Configures the workload factor by defining the percent of the time to apply to each factor. Work activities such as planning time, evaluation time, documentation time, meetings, lunch, transition, are all configurable and factored into the FTE Estimator.
- Incorporating all workload factors provides a true picture of caseload/workload challenges and equity across locations.
- District-wide accurate and standardized projection of allocation of resources based on student need and caseload/workload.

Recommendation for First Amendment and Additional Spending Authority
58-138E – Medicaid 504 Plan Management System
July 23, 2019 Board Agenda
Page 2

- Defines the percent of group services and average group size.
- Geolocation and traffic data enabled gives the travel time for providers assigned to multiple locations.
- Can be used during the budget planning process to determine the equitable allocation of resources across school locations.

AcceliPROGRESS Features and Benefits to SBBC:

- Real-time and aggregate data captured to show the efficacy of each tool and strategy employed by staff to highlight best practices and provide insight into professional development needs.
- Teachers and providers will have the ability to track and monitor student progress.
- Increases compliance for Special Education and Medicaid.
- Administrators and support staff can review the progression of each student as well as groups of students to access the effectiveness of their overall programming.
- Increases parent engagement and understanding of their child's progress by providing graphs and charts from the system.
- Gives Exceptional Student Education teachers and providers the ability to enter raw progress percentages or enter trial data to automatically calculate the progress percentage for each goal based on a moment in time.
- Progress note auto-generates using the raw data.
- Progress charts are accessed for each goal.
- Data is easily accessed using filters, strategy/tool, level of assistance, percentages, and quickly exported into excel format for further manipulation and review.
- Custom progress reports that graph the level of progress and assistance provided to each session.
- A standardized approach to progress monitoring across the school district.
- Progress can be consistently reviewed to determine if goal revision is required.

This Amendment with Accelify Solutions LLC includes the following:

- Hosting and maintenance of the system.
- Licensing fee for the use of the modules.
- The exchange of data with the IEP system.
- The addition of AcceliPROGRESS and AcceliASSIGN modules.
- Modifications needed to capture data and bill Medicaid for Non-ESE services.
- Training to SBBC's Authorized Users for year one (1) of this amendment via a combination of online and in-person trainings. Accelify will also provide "Train the Trainer" sessions to enable SBBC's personnel to become a resource for ongoing training and refresher courses.
- Accelify will provide ongoing electronic training opportunities via webinar or teleconference as may be mutually agreed to by the parties. Accelify will make necessary training materials available on the client website for access by Authorized Users.

Recommendation for First Amendment and Additional Spending Authority
58-138E – Medicaid 504 Plan Management System
July 23, 2019 Board Agenda
Page 3

Procurement Method
Responsible: PWS

The original Agreement was the result of Direct Negotiation that occurred after completing a Request for Information (RFI). The RFI ran from February 6, 2018 through February 27, 2018. There were two hundred, and eighty-nine (289) vendors notified, four (4) vendors downloaded the RFI and two (2) responses were received. Upon analysis of information received along with a review of other public school district's (Dade and Palm Beach) contracts and existing SBBC agreements, it was concluded that proceeding with Direct Negotiation is in the best interest of SBBC. Changing solutions would require extensive customizations to create a solution that accomplishes all that Accelify does.

Financial Impact
Responsible: PWS and ESLS

The additional spending authority requested for the additional functionality and customizations with this First Amendment is \$140,000, which will bring the new contract value to \$1,302,350 as demonstrated below. The funding source for this item is the ESLS department budget.

Original Agreement	\$ 387,450
<u>Number of Years</u>	<u>3</u>
Original spend authority	\$ 1,162,350
AccelASSIGN	\$ 50,000
Customizations / Modifications	\$ 20,000
<u>Number of Years</u>	<u>2</u>
Additional spend authority	\$ 140,000
<u>New total spend authority</u>	<u>\$ 1,302,350</u>

The approval of this recommendation does not mean the authorized amount will be spent.

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO AGREEMENT is made and entered into as of this 22nd day of July, 2019, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

ACCELIFY SOLUTIONS, LLC.
(hereinafter referred to as "VENDOR"),
having its principal place of business at
16 West 36th Street, Suite 902, New York, New York 10018

WHEREAS, SBBC and VENDOR entered into an Agreement dated May 8, 2018 (hereafter "Agreement"); and

WHEREAS, the Agreement is for the purchase of the VENDOR's web-based and hosted tools called AcceliTrack, AcceliPLAN, AcceliSCHEDULE, AcceliROUTE and AcceliBILL, which are used by SBBC to enhance compliance with the Individuals with Disabilities Education Act (IDEA) and Medicaid regulations through electronic record keeping; and

WHEREAS, the parties mutually desire to amend certain provisions of the Agreement to add AcceliPROGRESS and AcceliASSIGN through this First Amendment to Agreement (hereafter "Amendment").

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02 **Amended Provisions.** The Parties hereby agree to the following amended provisions to the Agreement:

The following provisions shall replace the respective provisions in the Agreement, by interlineation, as follows:

2.02 **Cost of Goods or Services Provided.** Beginning July 1, 2018 through July 22, 2019, SBBC shall pay VENDOR a total of Three Hundred Eighty-Seven Thousand,

Four Hundred Fifty Dollars and 00/100 Cents (\$387,450.00) as itemized in **Attachment A**, net thirty (30) day payment terms from the date of an appropriate invoice VENDOR submits to SBBC for goods and services VENDOR satisfactorily provided to SBBC between July 1, 2018 and July 22, 2019. Beginning July 23, 2019, SBBC shall pay VENDOR a total of Four Hundred Fifty-Seven Thousand, Four Hundred Fifty Dollars and 00/100 Cents (\$457,450.00) per year as itemized in **Attachment B**, net thirty (30) day payment terms from the date of an appropriate invoice VENDOR submits to SBBC for goods and services VENDOR satisfactorily provided to SBBC beginning July 23, 2019.

2.03 **Description of Goods and Services Provided.** Beginning July 1, 2018 through July 22, 2019, VENDOR shall provide the Service Tracking and Claiming web-based system, AcceliPLAN 504, and AcceliROUTE as detailed in **Attachment A** annual subscription based software licensing and consulting services as needed for system customization or modification. Beginning July 23, 2019, VENDOR shall provide the Service Tracking and Claiming web-based system, AcceliPLAN 504, AcceliROUTE, AcceliASSIGN and optional AcceliPROGRESS as detailed in **Attachment B** annual subscription based software licensing and consulting services as needed for system customization or modification.

1.03 **Order of Precedence among Agreement Documents.** In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents shall take precedence in this order:

- a) this First Amendment to Agreement; then
- b) the Agreement.

1.04 **Other Provisions Remain in Force.** Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority.** Each person signing this First Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment to Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this First Amendment to Agreement on the date first above written.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

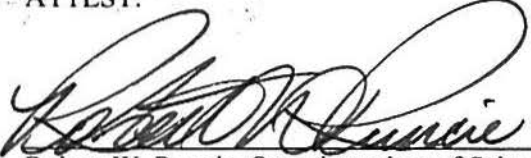
FOR SBBC:

(Corporate Seal)


THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By 
Heather P. Brinkworth, Chair


Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:


Digitally signed by Kathelyn
Jacques-Adams, Esq. -
kathelyn.jacques-
adams@gbrowardschools.com
Reason: Accelify Solutions, LLC.
Date: 2019.07.08 16:34:11 -04'00'

Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

FOR VENDOR:

(Corporate Seal)

ACCELIFY SOLUTIONS, LLC.

ATTEST:

By [Signature]
Joe Jacobs, President

, Secretary

-or-

[Signature]
Witness
[Signature]
Witness

STATE OF New York

COUNTY OF New York

The foregoing instrument was acknowledged before me this 2nd day of July, 2019 by Joe Jacobs of
Name of Person

Accelify Solutions, LLC on behalf of the corporation/agency. He/She is personally known to me or produced _____ as identification and did/did not first take an oath. Type of Identification

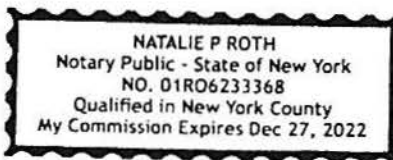
My Commission Expires: 12/27/22

[Signature]
Signature – Notary Public

(SEAL)

Natalie Roth
Printed Name of Notary

0RO6233368
Notary's Commission No.



ATTACHMENT B

Pricing

Item	Annual Licensing Costs beginning August 6, 2019
AcceliPLAN 504 Includes: 504 Plan Development and Management System	\$15,750.00 Per Year
Service Tracking and Claiming Includes: AcceliTRACK, AcceliCLAIM, AcceliSCHEDULE, AcceliBILL, and Medicaid Consulting Services With Customization Budget of \$30,000	\$352,275.00 Per Year
AcceliROUTE Includes: Transportation Tracking System to be used for FTE Survey and Medicaid claiming	\$19,425.00 Per Year
AccelASSIGN Includes: Personnel estimation and allocation tools for resource planning for related services and support facilitation personnel	\$50,000.00 Per Year
Customizations/Modifications Modifications and enhancements are needed in the Accelify modules in order to capture data, create forms, and bill Medicaid for health interventions and behavior.	\$20,000.00 per Year
AcceliPROGRESS Includes: Progress monitoring module to allow for in service documentation of progress toward goals and objectives for students with ESE Plans	\$0.00 for the 2019-2020 School Year. \$75,000.00 each year thereafter (at the option of SBBC) *
Total:	\$457,450.00 Per Year

\$50,000 per annum of above fees can be applied toward customizations of any of the systems listed above.

*If SBBC elects to exercise continuation of AcceliPROGRESS beyond June 30, 2020, a new Amendment will be drafted and will require Board written approval and VENDOR written approval. SBBC is under no obligation to continue the use of AcceliPROGRESS beyond the 2019-2020 School Year.



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:
EE-9.

MEETING DATE	2018-05-08 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time		
Open Agenda	<input checked="" type="radio"/> Yes	<input type="radio"/> No

TITLE:
Recommendation of \$500,000 or Greater - 58-138E - Medicaid 504 Plan Management System

REQUESTED ACTION:
Approve the recommendation to award the above contract. Contract Term: July 1, 2018 through June 30, 2021, 3 Years; User Department: Exceptional Student Learning Services; Award Amount: \$1,162,350; Awarded Vendor(s): Accelify Solutions, LLC.; Small/Minority/Women Business Enterprises: None.

SUMMARY EXPLANATION AND BACKGROUND:
Approval of this request will allow the District to continue utilizing the Medicaid 504 Plan Management System for service billing. This Agreement has been reviewed and approved as to form and legal content by the Office of General Counsel.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction Goal 2: Continuous Improvement Goal 3: Effective Communication

FINANCIAL IMPACT:
The estimated financial impact to the District will be \$1,162,350. The funding source is the Exceptional Student Learning Services operational budget. The financial amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
(1) Executive Summary (2) Agreement (3) Financial Analysis Worksheet

BOARD ACTION:
APPROVED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:	
Name: Mary Claire Mucenic	Phone: 754-321-0539
Name: Mary C. Coker	Phone: 743-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature
Maurice Woods
4/27/2018, 1:19:56 PM

Electronic Signature
Form #4189 Revised 08/04/2017
RWR/ MLW/MCC/MCM:hdc

Approved In Open Board Meeting On: **MAY 08 2018**
By: *Nora Rupert*
School Board Chair



PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION

New Bid # (Ex: 10-004R):		Preparation Date:	May 13, 2019
Previous Bid # (Ex: 10-004R):	58-138E	Buyer/PA:	HARMONI CLEALAND
New Bid Award Total:	\$1,302,350	Bid Title:	Medicaid 504 Billing System (Accelify)
Previous Award Total:	\$1,162,350		
Bid Type:	INCREASE TO BID		
Previous Bid Term (Start Date):	7/1/2018	New Bid Term (In Months):	
Previous Bid Term (End Date):	6/30/2021	# of Months Into Bid:	10

SPEND REPORTING

Purchase Order(s) Spend:	\$387,450
P Card Purchases:	\$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	\$387,450
Average Monthly Expenditure:	\$38,745
Unused Authorized Spending:	\$774,900
Est. Forecasted Spend (For Entire Bid Term):	

VENDOR INFORMATION

Awarded Vendors:	M/WBE Status (If applicable):	Spend:
119290-ACCELIFY LLC		\$ 387,450
	PO VENDOR SPEND:	\$ 387,450
	P-CARD SPEND:	\$ -
	TOTAL SPEND:	\$ 387,450

NOTES (Type Below):
Purchase Order is issued as lump sum for entire year, not monthly. Therefore, monthly average above does not apply for forecasting.

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	2665098130	Name (First & Last)	Deneen Gorassini/Antoine Hickman
Fund	1000	Title	District Coordinator, Executive Director
Functional Area	6301691060000000	Department/School Name	9813 Medicaid/504
Commitment Item	53690000	Sign-off provided by	Jose Laverde, Ph.D.

*To ensure accuracy, please type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	Prepared on:	8/6/2019
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All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.