

# **Request for Information (RFI)**

## **Current Procedure Terminology (CPT) Coding Specialist**

**Applications due by 5:00pm, PST, October 25, 2021**



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## 1 RFI Summary

The California Mental Health Services Authority (CalMHSA), a Joint Powers Authority (JPA), serves California Counties and Cities as an independent administrative and fiscal intergovernmental structure for jointly developing, funding, and implementing mental health services and educational programs at the state, regional, and local levels. *(See Gov. Code §6500 et seq.)*

CalMHSA is working to support counties with several California Advancing and Innovating Medi-Cal (CalAIM) initiatives including payment reform. The Department of Health Care Services (DHCS) has developed a framework that encompasses broad-based delivery system, program, and payment reform across the Medi-Cal program, called CalAIM: California Advancing and Innovating Medi-Cal. CalAIM advances several key priorities of the Administration by leveraging Medicaid as a tool to help address many of the complex challenges facing California's most vulnerable residents such as homelessness, behavioral health care access, children with complex medical conditions, the growing number of justice-involved populations who have significant clinical needs, and the growing aging population.

California counties have historically been reimbursed for services on a per minute basis. One component of payment reform involves counties seeking reimbursement via Current Procedural Terminology (CPT) codes. CalMHSA is seeking a consultant with expertise in CPT coding to help guide CalMHSA in its efforts to support California counties in compliance with CalAIM.

This Request for Information (RFI) is issued for the purpose of information and to determine number of respondents available with the desired expertise. This RFI does not constitute a Request for Response (RFP) or a promise to issue an RFP in the future. This RFI is issued for the purpose of soliciting responses from interested individuals/entities with the expertise and capacity to provide CPT coding services.

This request for information does not commit CalMHSA to contract for any supply or service whatsoever. Further, CalMHSA is not at this time seeking Responses and will not accept unsolicited Responses. Responders are advised that CalMHSA will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense.

## 2 Project Scope of Work

This project includes, but is not limited to the following:

- A. Helping map previous claimed services to new CPT codes to conduct an analysis of the fiscal impact of new proposed rates.

- B. Consulting on the development of training materials that guide CPT coding selection in the public mental health system
- C. Making recommendations on electronic medical record configurations to ensure that proper codes are selected.
- D. Technical Assistance – CPT Coding – Conduct Mapping activities to help counties understand impact of payment reform and ensure they have a clear understanding of new business procedures and appropriate coding methodologies.
- E. CPT Coding Guides – Develop coding best practice guide defining appropriate code selection, produce overall guide, add guidance to specific user guides.
- F. CPT Coding Q and A Webinars – Hosting various training Q and A webinars for counties on CPT code billing.

## 3 Eligibility

### 3.1 Minimum Qualifications

- A. A minimum of 5 years of professional experience working with CPT coding in a government Medi-Cal or Medicaid setting.

## 4 Requested Information

The following response components are required for the Scope of Work identified in Section 2 above. CaIMHSA is not responsible for costs associated with the development of Responses nor shipping or delivery of such.

### 4.1 Past Experience

Please submit the following as part of your response (5 pages Maximum):

- A. Background of Proposer
  - 1. Past experience working with County/City Mental/Behavioral Health Departments and/or behavioral health organizations or initiatives.
  - 2. Provide examples of prior work that is similar in scope and complexity to the items outlined in Section 2.
- B. References
  - 1. Three (3) professional references

- 2. Two (2) personal references
- C. Billing Rate
  - 1. Responder must provide their hourly billing rate

## 5 Submission Instructions and Requirements

### 5.1 Response Timeline

EVENT	Key Dates
RFI Issued	Tuesday, October 12, 2021
Deadline for Responses to be Submitted	Monday, October 25, 2021, by 5:00pm PST
Application Review	October 25 – 29, 2021
Potential Contract Negotiations	November 1-5, 2021

### 5.2 Submittal Address

All Submissions must be submitted electronically to [RFP@calmhsa.org](mailto:RFP@calmhsa.org), but 5:00PM, October 8, 2021, PST.

### 5.3 Withdraw

A responder may withdraw or amend its response, but only before the Application Submittal Deadline, by submitting an email to [RFP@calmhsa.org](mailto:RFP@calmhsa.org).

### 5.4 Review of Applications

CaIMHSA will receive all applications and review for completeness and adherence to the RFI rules stated in this document. Following the initial review, all qualified applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of Responses received in response to this RFI.

The review panel is comprised of individuals with varied backgrounds, to include professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the RFI review panel is representative of California's racial, ethnic, and cultural diversity.

## 5.5 Negotiations with Responder(s)

Selection will not be based exclusively on score and rates. CalMHSA reserves the right to negotiate with responders who, in the opinion of the review panel, have submitted the most qualified response in an attempt to reach an agreement. If no agreement is reached, CalMHSA may negotiate with other responders or may choose to extend the Response period. CalMHSA also reserves the right to meet with responders to gather additional information. Additional information may include, but is not limited to, a demonstration of skills described in the response.

## 5.6 Protest Procedures

Protests must be received no later than five (5) business days after the Notice of Intent to Award is posted on the CalMHSA website. The sole bases for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFI, or (3) in violation of CalMHSA's procurement process. All protests must be in writing and (1) state in detail each and every ground asserted for the protest, citing to the law, RFI provision, or particular provision of the procurement policy on which the protest is based; (2) explain why the error prevented the aggrieved organization from being awarded the contract; and (3) identify the remedy sought.

Written protests can be sent to the following:

Via Email:

[RFP@calmhsa.org](mailto:RFP@calmhsa.org)

Via Certified Mail:

CalMHSA  
Attn: Chief Administrative Officer  
PO Box 22967  
Sacramento, CA 95822

Within 14 days of receipt of any protest, CalMHSA's Executive Director will provide a written decision which shall be final upon transmission to the protesting party. If the Executive Director determines that the error identified by the protesting party has deprived that party from receiving the contract, the Executive Director may act to rectify the error, including but not limited to cancellation of the RFI or proposed contract, correction or other revision of the awarded contract, termination of an improperly



awarded contract, or affirmation of an existing contract if the discovered defect is immaterial or the Executive Director determines that affirmation is in the best interest of CalMHSA.

## 5.7 Notice Regarding Public Records Act Request

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All Responses received for this RFI are ultimately subject to public review; however, during the competitive bid process, all Responses will be kept confidential. Upon award and execution of contract by awardee(s), all Responses and supplemental information will be subject to public review, with the exception of those elements of a response which contain elements that are clearly marked as confidential or trade secrets. Any such designation should be accompanied by a brief explanation of the reason the information is non-public and protected from disclosure under California law. CalMHSA reserves the right to disregard such designations if they have been applied indiscriminately to non-protected information, and in no event shall CalMHSA, its agents, representatives, consultants, directors, or officers be liable to a responding party for the intentional or inadvertent disclosure of all or a portion of a Response submitted under this RFI, regardless of whether it was marked as confidential or trade secret.

Although the California Public Records Act allows certain confidential or trade secret information to be protected from disclosure, CalMHSA may not be in a position to establish that the information submitted is protected. If CalMHSA receives a request for public disclosure of all or any portion of a Response that has been designated as exempt from disclosure, CalMHSA will use reasonable efforts to notify the responding party of the request and give such party an opportunity to assert, at its own expense, a claimed exception under the California Public Records Act or other applicable law within the time period specified in the notice issued by CalMHSA and allowed under the California Public Records Act.