

**DETERMINATION AND FINDINGS FOR  
A SOLE SOURCE PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
**CAPTION:** System Management & Planning Services  
**PROPOSED CONTRACTOR:** Accelify Solutions, LLC

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354 and 27 DCMR, Section 1304 and 1702

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS) has a need for implementation of the AcceliPLAN and AcceliTrack software modules to enhance the use of the data generated from AcceliCLAIM module currently being used by DCPS for special education planning, service management, and billing systems.

**3. ESTIMATED COST:**

The estimated reasonable price is \$434,769.00.

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

**Background and Requirement:**

Medicaid is a federal-state matching entitlement program designed to help fund health and medical services for low-income individuals. In January of 1988, an amendment was made to the federal Medicaid law allowing Medicaid claims to be made for the special education services provided by schools if they qualify as medical services. This allowed school districts to submit Medicaid claims for services provided to students who require special education services.

The District of Columbia's Medicaid program allows for Medicaid reimbursement for medically necessary school-based health services (SBHS) provided to Medicaid-eligible students who are between three and twenty-two years of age that are delineated in the District of Columbia's Medicaid State Plan Amendment (SPA). Medicaid reimbursement is only available if all applicable Federal and State Medicaid requirements are met. The federal government will ensure needed funds are available for Medicaid eligible health services and the District of Columbia educational agencies ensures needed funds are available for IDEA services.

The Office of the State Superintendent for Education (OSSE) currently allows DCPS to use AcceliCLAIM, created and customized by the vendor, Accelify, under contract DCGD-2013-C-0048. Under the contract, Accelify creates electronic healthcare claim files to meet the requirements for federal Medicaid reimbursement using the Special Education Database (SEDs) for all of the District of Columbia. The Medicaid program permits federal Medicaid reimbursement for medically necessary school-based health services.

DCPS uses OSSE’s current contract with Accelify to enter and generate Medicaid reimbursement claims at no cost to DCPS. All services documented are validated for Medicaid billing using AcceliCLAIM. DCPS seeks to use this current partnership and data-sharing mechanism to purchase two additional off-the-shelf software products that Accelify provides. Data generated from the AcceliCLAIM will feed into the following two tools:

1. AcceliTRACK is used to track and document the delivery of services. For program managers, allows visibility into service compliance, use of provider time, program costs, and other data that directly impact service delivery for students.
2. AcceliPLAN is a customizable and workflow driven tool to manage the referral, determination, and plan development process. The system automates special education case management, guiding Related Service Providers through each event, while ensuring timelines are met and compliance is maintained.

**The Proposed Vendor’s Unique Qualifications:**

Accelify Solutions, LLC is the sole provider of the following special education planning, service management, and billing systems, including but not limited to, AcceliPLAN, AcceliTRACK and AcceliCLAIM. These proprietary software products and the associated databases are developed and distributed exclusively by Accelify Solutions, LLC. Accelify Solutions, LLC maintains all copyright privileges for their products and these products must be purchased directly from the company. There are no agents or dealers authorized to represent these products.

Accelify warrants that no other items or products are available for purchase that would serve the same purpose or function as an integrated solution. Accelify requires that all training be conducted by its internal training teams due to the degree of special education and Medicaid knowledge required to properly train on Accelify’s special education management, service scheduling/tracking, and Medicaid billing systems. Members of Accelify’s training teams must have prior experience in special education and/or school-based Medicaid billing, work for the Company for at least 1 year before being eligible to train, and must complete Accelify’s internal product training program prior to training any customers. In addition, they must have at least 1 year of direct experience managing special education and Medicaid billing system implementations.

The AcceliPLAN and AcceliTRACK tools are a natural expansion of the AcceliCLAIM tool. As the existing AcceliCLAIM tool pulls from the Special Education Database (SEDs), any system created outside the Accelify’s scope will require an additional layer of data management. Any new system will require a module layer to pull from SEDs, potentially at a cost to DCPS.

**5. CERTIFICATION BY THE DCPS PROGRAM:**

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Chief of Schools  
Student Wellness

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354 and 27 DCMR 1304 and 1702.

\_\_\_\_\_   
Date

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Contracting Officer