

Texas A&M University - Procurement Services

Bid Information

Bid Owner Christina Asim Buyer I
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Bid Number 24457473
Title Chart Audit for Student Health Services Physician Progress Notes

Bid Type Invitation-to-Bid
Issue Date 10/07/2011
Close Date 10/20/2011 2:00:00 PM

Contact Information

Address

Contact AL
Department Christina Asim
Building Procurement Services
Floor/Room
Telephone 979 (845) 3819
Fax
Email c-asim@tamu.edu

Ship to Information

Address

Contact COLLEGE STATION, TX 778431264
Department Tanja Peterson
Building
Floor/Room
Telephone DEPT. OF STUDENT HEALTH SERVICES
Fax
Email BEUTEL HEALTH CTR BLDG.

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____
Signature _____

Supplier Notes

Date ____ / ____ / ____

Bid Notes

***AGGIE-BID E-COMMERCE SYSTEM Procurement Services is transitioning to an e-commerce system that is web based for our bid solicitations and purchase orders. At this time, we ask that you take a few minutes and register your company's information at the site listed below to receive future solicitations and purchase orders once our system is fully operational. If you have any questions, please feel free to contact me. Visit the following address and click on Supplier Registration. <http://aggiebidprod.tamu.edu>

Bid Activities

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Bid T&Cs TAMU 02.pdf	

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	SCOPE OF WORK	Texas A&M University Student Health Services (SHS) is seeking bids for the audit of Physician Progress Notes (charts). The successful bidder shall audit approximately 20-25 charts per SHS physician. Texas A&M SHS currently has eighteen providers which totals approximately 900 charts to be audited. The successful bidder shall performed half of the audits in the Fall of 2011 and the remaining audits in the Spring of 2012. <p> BACKGROUND: SHS is moving towards filing insurance claims for patients and an audit of physician progress notes (charts) is necessary to ensure compliance with rules and regulation association with this new procedure. <p> Pricing is to be provided per chart. Upon award, services are to be coordinated with SHS contact.<p>	_____ (Optional)
2	EXPERIENCE AND QUALIFICATIONS	Texas A&M prefers the successful bidder have the following minimum experience and qualifications. The following shall be used in evaluation of bid responses.<p> <li type="disc">Have a minimum of 2 coding certifications for at least 10 years (preferred CPC, CMC) <li type="disc">Have an Office Management and Insurance Certification for at least 10 years <li type="disc">Certified as CPC-I (coding instructor) <li type="disc">Government IRO (Independent Review Organization), with at least 3 proven clients under IA/CIA agreements <li type="disc">15+ years in medical record auditing for E/M, procedure and ICD-9 coding <li type="disc">Public Speaker/ Educator <li type="disc">Secured online file access <p>	_____ (Optional)
3	REFERENCES	Bidder shall provide a list of at least three references for which the bidder has performed same or similar work. The list should include the names, titles, and telephone numbers of representatives who are familiar with the vendor's work. These references may be contacted at the discretion of Texas A&M. The provision of the name of a reference by the bidder will constitute a release to contact the reference for pertinent information. A negative reference may be grounds for disqualification. <p>	_____ (Optional)
4	TERMS AND CONDITIONS	See Attachment for Terms and Conditions of this Invitation for Bid. Any exceptions to the attached Terms and Conditions of the bid must be included in bid response.<p> Where Texas A&M University's terms and conditions differ from those of the vendor, they shall be enforceable only to the extent allowable by the laws of the State of Texas. <p>	_____ (Optional)

5 AWARD CRITERIA

Texas A&M University shall award this bid based on, but _____ (Optional)

not limited to, the following "Best Value" criteria. Texas A&M reserves the right to consider the following, and any other factors deemed relevant to evaluate the offer and determine the Best Value for the University.

<p>

The Best Value Criteria are<p>

<li type="disc">

experience and qualifications;

<li type="disc">

references;

<li type="disc">

the audit price;

<li type="disc">

the reputation of the vendor and of the vendor's goods or services;

<li type="disc">

the quality and reliability of the vendor's goods or services;

<li type="disc">

the extent to which the goods or services meet the Texas A&M University's needs/specifications;

<li type="disc">

the vendor's past relationship/ experience with the Texas A&M University;

<li type="disc">

delivery requirements and terms;

<li type="disc">

any other factors Texas A&M deems relevant.

<p>

Texas A&M University reserves the right to make the decision as to what best meets the specifications and what best suits the needs of the University. Texas A&M must be confident that the needs of the university can be met. Texas A&M's decision is final.

<p>

Texas A&M University reserves the right to accept or reject any or all bids, or any part thereof, and to waive any technicalities or informalities in the bidding process and to make the award on what is considered to be the best value to the university.<p>

6 QUESTIONS

DEADLINE for questions is Wednesday, October _____ (Optional)
12, 2011 at 5:00 PM. <p>

Any questions or concerns regarding this Invitation for Bid shall be directed in writing via email to <p> Christina Asim, Buyer II
 c-asim@tamu.edu

 Phone 979-845-3819 <p>

7 TAX EXEMPTION

As an agency of the State of Texas, Texas A&M University _____ (Optional) is exempt from the state sales tax and Federal Excise Taxes. The certification of the exemption appears on the face of each purchase order. The certification reads as follows:

<p>

STATE SALES TAX EXEMPTION CERTIFICATE: The Undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

<p>

Since the University is exempt, it does not have a sales tax registration number. A duly signed purchase order from Texas A&M University or a copy of the order will serve as a certificate of tax exemption.

<p>

Line Items

#	Qty	UOM	Description	Response
1	450	EA	Audit of Physician Progress Notes (Charts) Work to be performed in the Fall of 2011.	\$_____
		Manufacturer:	Manufacturer #:	
		Supplier Notes:	_____	

2	450	EA	Audit of Physician Progress Notes (Charts) Work to be performed in the Spring of 2012.	\$_____
		Manufacturer:	Manufacturer #:	
		Supplier Notes:	_____	
