



**Letter-of-Agreement
Between
Accelify, LLC and _____ School District**

Dear _____:

I am writing in order to confirm the applicable terms and conditions concerning the various products, services and technical assistance that, per its existing contractual agreement with the New Mexico School Boards Association (“NMSBA”), Accelify, LLC (“Accelify”) will be providing to the _____ School District (the “school district”). In this regard, those terms and conditions are as follows:

- I. **Duties and Responsibilities of Accelify:** In conjunction with this “Letter-of-Agreement”, Accelify will do the following:
 - (a) Provide all of the products, services and/or technical assistance that are necessary in order for the school district to be able to submit appropriate claims to the State of New Mexico’s Title XIX/Medicaid Program and, if/as applicable, to its Title XXI/State Children’s Health Insurance Program (“SCHIP”) with respect to the costs it incurs in providing claimable health-related services to its Special Education students pursuant to appropriate “Individual Education Plans” (i.e., “Fee-For-Service claims”) for the prospective period that is covered by this “Letter-of-Agreement” and for any applicable retroactive period. In doing so, Accelify will make available the latest version of its Web-based billing system, which has been designed to facilitate the claims development process – and the claims submission process – per the applicable policies and procedures that have been established by the U.S. Department of Health and Human Services’ (“DHHS”) Centers for Medicare and Medicaid Services (“CMS”) and by the State of New Mexico.
 - (b) Provide the school district with copies of all of its Fee-For-Service claims – and with Compact Discs (“CDs”) that contain electronic copies of those claims.
 - (c) Store electronic copies of all of the school district’s Fee-For-Service claims in a protected, archival environment.
 - (d) Implement any modifications/upgrades in its processes and/or Web-based billing system that are required as the result of any changes in the policies and/or procedures of DHHS/CMS and/or the State of New Mexico with respect to Fee-For-Service claiming.
 - (e) Provide appropriate training, on an “as needed/as requested” basis, in order to ensure that the school district’s affected staff are able to comply with all of the applicable regulations, rules, etc. of DHHS/CMS and the State of New Mexico with respect to Fee-For-Service claiming.





- (f) Provide “Help Desk” support throughout the term of this “Letter-of Agreement”. In conjunction with this activity, Accelify will make available a toll-free number that can be utilized by the school district’s staff to contact Accelify’s “Help Desk” personnel.
- (g) Establish and maintain a Website that can be accessed by the school district’s staff on an “as needed” basis. This Website will include, at a minimum, the following information: the names, telephone numbers and E-mail addresses for relevant Accelify support staff; copies of the curricula – and/or materials – that are utilized in conjunction with Accelify’s “Training Programs”; and copies of informational materials concerning Fee-For-Service claiming.
- (h) Provide the school district’s designated staff with access to Accelify’s reporting tools, which will allow them to access and monitor the status of the school district’s claims and exception reports.

II. Duties and Responsibilities of the School District: In conjunction with this “Letter-of-Agreement”, the school district will do the following:

- (a) Assign a Project Liaison to Accelify who has decision-making authority – or who reports directly to someone who had such decision-making authority – with respect to all matters concerning this “Letter-of-Agreement”.
- (b) Have its applicable staff utilize Accelify’s Web-based billing system to record all of the requisite data regarding the delivery of claimable services – or when necessary, as defined by Accelify, utilize paper “Service Delivery Logs” for that purpose.
- (c) Furnish copies, either electronically or in paper format, of all of the data and/or documents that Accelify will need in order to meet all of its obligations with respect to this “Letter-of-Agreement”. These copies will contain accurate and complete information and will be provided by the school district without charge to Accelify.
- (d) Maintain all of the original back-up information/source documents concerning its Fee-For-Service claims.
- (e) Be responsible for the performance of its employees and agents – and for the accuracy and completeness of all of the data and/or documents that they provide to Accelify. Accelify will return any forms that are missing requisite signatures and/or required information – and, after it receives back the completed/corrected forms, Accelify will process them in its next claims processing cycle.
- (f) Execute, if/as necessary, “Inter-agency Agreements” – and/or any similar contractual documents – with applicable departments or agents of the State of New Mexico that





provide for cooperation with respect to any matters that are essential to this “Letter-of-Agreement”

- (g) Provide Accelify, upon request, with copies of all of its Service Providers’ Certificates, Licenses, etc.
 - (h) Provide Accelify, upon request, with copies of any applicable “Parental Consent Forms”.
 - (i) Provide Accelify, upon request, with copies of any applicable “Physician Prescriptions”.
 - (j) Provide other reasonable assistance as requested by Accelify.
- III. **Compliance:** Accelify will ensure that all of the Fee-For-Service claims that it develops for the school district are in full compliance with all of the applicable policies and procedures that have been established by DHHS/CMS and the State of New Mexico. In addition, Accelify will keep the school district fully informed with respect to any changes that occur with respect to those policies and procedures.
- IV. **Confidentiality:** During the term of this “Letter-of-Agreement”, Accelify may divulge confidential and/or proprietary information – including, but not necessarily limited to, its trade secrets and methodologies – to agents, consultants, contractors, employees, members, etc. of the school district. In this regard, the school district agrees not to disclose any such information to any third party entity without the prior written consent of Accelify, except as otherwise ordered by a court of competent jurisdiction or in conjunction with a properly filed Freedom of Information Act (“FOIA”) request.

In addition to the above, the school district also agrees not to disclose the terms and conditions of this “Letter-of-Agreement” to any third party entity unless it has obtained, in advance and in writing, Accelify’s permission to do so. The only exceptions to this obligation will occur if the school district is ordered by a court of competent jurisdiction to make such a disclosure – or if it is obligated to make such a disclosure per a properly filed FOIA request.

The school district also agrees to inform all of its agents, consultants, contractors, employees, members, etc. who will be working with Accelify per this “Letter-of-Agreement” about the above-cited confidentiality and non-disclosure provisions. In addition, the school district agrees to immediately notify Accelify if/as it becomes aware of any violations of those confidentiality and/or non-disclosure requirements.

- V. **Limitation Of Liability:** Accelify’s maximum liability for any matter arising under – or related to – this “Letter-of-Agreement” may not exceed, in total, the amount of fees that Accelify has received in conjunction with same. This maximum liability will include any payments from any of Accelify’s applicable insurance policies. Similarly, the school district’s maximum liability for any matter arising under – or related to – this “Letter-of-Agreement” may not exceed, in total, the amount of Medicaid and/or SCHIP funds that it has received in



conjunction with same. This maximum liability will include any payments from any of the school district's applicable insurance policies.

- VI. **Meetings:** Representatives from Accelify and the school district will meet on an "as needed/as requested" basis. These meetings will take place, as appropriate, in-person, via Conference Calls, or via Tele-Conferences.
- VII. **Fees:** In return for the products, services and/or technical assistance to be provided hereunder by Accelify, the school district will pay Accelify at the rate of ten percent (10%) of all of its paid Fee-For-Service claims. Those are the only amounts that Accelify will be entitled to receive in conjunction with this "Letter-of-Agreement".
- VIII. **Invoices and Payments:** Accelify will submit appropriate "Invoices" to the school district on a monthly basis – and those "Invoices" will be payable upon the school district's receipt of same. In this regard, the school district will notify Accelify within five (5) days of its receipt of any such "Invoice" that will require additional information before it will be processed for payment.
- IX. **Term:** This "Letter-of-Agreement" will remain in full force and effect from July 1, 2009 through December 31, 2011 – and it will automatically renew for additional one (1) year terms unless one of the parties hereto has given at least ninety (90) days advance written notice to the other party of its intent not to renew for another 1-year term. Notwithstanding the above, either party may unilaterally cancel this "Letter-of-Agreement" for cause at any point during the initial term – or any renewal term – of this "Letter-of-Agreement" by giving ninety (90) days advance written notice to the other party.
- X. **Expiration/Termination:** Upon the expiration of this "Letter-of-Agreement" – or upon its receipt of a "Notice-of-Termination" from the school district – Accelify will cease working as of the applicable date and preserve all of its records and documents concerning the products, services and/or technical assistance that it had been providing to the school district. Thereafter, upon receipt of its final payment from the school district, Accelify will transfer all such records and documents to the school district. Accelify will have the right to retain copies of all such records and documents. In order to ensure an orderly and non-disruptive business continuance, each party will help the other in the orderly close-out of this "Letter-of-Agreement".

Notwithstanding the expiration or termination of this "Letter-of-Agreement", the obligation of the school district to make payments to Accelify for work-in-process, claims submitted, and claims pending as of the effective date of the expiration or termination will continue in full force and effect. Similarly, Accelify will be obligated to provide all of the specified services, products and technical assistance to the school district through the effective date of the expiration of – or the termination of – this "Letter-of-Agreement".

Notwithstanding the above, should this “Letter-of-Agreement” expire or be terminated at a point in time when certain Fee-For-Service claims are in the process of being completed, Accelify will be allowed to finish its work on those claims – and will be entitled to receive its specified fee from the school district if/when those claims are paid. In this regard, both parties will work cooperatively to ensure that all such “in process” claims are developed – and submitted to the State of New Mexico – in a timely manner.

- XI. Waivers:** Accelify hereby waives any claims against the school district – and agrees not to hold the school district liable for any personal injury or property damages incurred by it or its staff in conjunction with this “Letter-of-Agreement” – unless the school district is found, in a court of competent jurisdiction, to be directly responsible for such injury or damages as a result of the gross negligence, or malicious intentional misconduct of one or more of its agents, consultants, contractors, employees, members, etc. who were acting within their scope, duties and responsibilities. Similarly, the school district hereby waives any claims against Accelify – and agrees not to hold Accelify liable for any personal injury or property damages incurred by it or its staff in conjunction with this “Letter-of-Agreement” – unless Accelify is found, in a court of competent jurisdiction, to be directly responsible for such injury or damages as a result of the gross negligence, or malicious intentional misconduct of one or more of its agents, consultants, contractors, employees, members, etc. who were acting within their scope, duties and responsibilities.
- XII. Amendment:** This “Letter-of-Agreement” can only be amended via a written “Amendment” that is signed by both of the parties hereto. The terms and conditions that are set forth in any such “Amendments” will take precedence over the terms and conditions that are set forth herein – and the terms and conditions that are set forth in each succeeding “Amendment” will take precedence over the terms and conditions of any prior “Amendment”.
- XIII. Arbitration:** Any controversy or claim arising out of or related to this “Letter-of-Agreement” – or any breach thereof – must be settled via arbitration that is administered in accordance with the rules of the American Arbitration Association. Any subsequent award that is rendered by the selected arbitrator(s) may be entered into any court that has proper jurisdiction over the parties hereto – and the subject matter hereof – this “Letter-of-Agreement”.
- XIV. Miscellaneous:**
- (a) Accelify will provide all of its products, services and technical assistance in accordance with the generally accepted professional standards for this type of work.
 - (b) Accelify will provide its products, services and/or technical assistance at such locations as the school district and Accelify mutually deem to be appropriate.

Please acknowledge your understanding of – and your agreement with – all of the terms and conditions that are set forth in this “Letter-of-Agreement” by signing below where indicated and returning this document to me (Note: A Duplicate Original is enclosed for your files). In addition, please



feel free to contact me if you have any questions and/or if I can provide you with any further information concerning this matter.

Sincerely,

Alex Brecher
Chief Operating Officer

ACKNOWLEDGMENT

On behalf of the _____ School District, I, _____, hereby acknowledge that I understand – and that I am in agreement with – all of the terms and conditions that are set forth in this “Letter-of-Agreement”. In this regard, I hereby indicate that understanding – and that agreement – as follows:

NAME:
TITLE:

Date

