



NORTHERN CHEYENNE TRIBE
PROCUREMENT DEPARTMENT
P.O. BOX 128
LAME DEER, MONTANA 59043



Request for Proposal
Third Party Revenue Enhancement Consultant
Northern Cheyenne Tribe
Northern Cheyenne Tribal Board of Health
December 6, 2018

The Northern Cheyenne Tribe (NCT) is soliciting bids from a third party revenue enhancement professional consulting service to the Northern Cheyenne Tribal Board of Health (NCTBH), Revenue Enhancement Office to provide technical and consultative services. This is a six-month service contract for the Board of Health program located within the Northern Cheyenne Indian Reservation in Southeastern Montana.

BACKGROUND

Consultant will provide professional consulting services for Fiscal Year 2019, commencing December, 2018 and running through March 15th, 2019. The consulting services will be provided to the NCTBH, whose headquarters are located in Lame Deer, Montana. The consulting services will be performed both off and within the exterior borders on the Northern Cheyenne Reservation.

CONTENT OF THE PROPOSAL

To adequately select the firm or individual who will best service the needs of the NCT it will be necessary to review the experience of the respondent as it closely relates to those needs and to review the expertise and qualifications of the individual(s) who will provide the services. To meet these objectives, the proposal must contain a Statement of Work (SOW). The potential qualifying consultant must submit a SOW that will be reviewed by the Tribal Health Administration and should include the following:

Statement of Work

The SOW entails the successful contractor to provide revenue generation electronic service and compliance audit for medical coding, accounts receivable and third party billing service, consulting for the Northern Cheyenne Board of Health – Revenue Enhancement Program. The contractor must be a certified medical coder either through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA). This individual works closely with the Director of Revenue Enhancement and staff.

The Statement of Work includes 4 primary areas as follows:

1. Third Party Medical Billing Training
 - o Accounts Receivable
 - o Claims Processing – Medicare, Medicaid, VA, and Private Health Insurance
 - o Resource and Payment Management System (RPMS) Business Office Reports
 - o Filing and Obtaining 3rd party Insurance Applications/Agreements

LITTLE WOLF AND MORNING STAR - Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.

- Medical Billing Filing System
- Revenue Projections
- 2. Review of Systems
 - Patient Flow – intake through checkout
 - Billing and Collection
 - Contracts
 - In-house
 - Third Party
 - Policy and Procedures
- 3. Evaluate Compliance
 - Health Insurance Portability and Accountability Act (HIPAA)
 - Indian Health Service (I.H.S.)
 - Coding and Documentation
 - Contracts
 - Federal Regulations
 - Identify and assist in implementing an effective Compliance Program
- 4. Auditing
 - Implications
 - Preparedness

The consultant agrees to devote their professional resources to fulfilling the obligations of this agreement.

Cost breakdown of all work being compensated for services performed under this agreement. Travel expenses will be reimbursed. Mileage will be the current IRS rate (applies only to use of personal vehicles for travel). Postage will be reimbursed for actual costs. The consultant will invoice NCTBH on a monthly basis.

Required Documents:

1. The contractor must provide medical coding credentials from AAPC and/or AHIMA
2. Resume
3. Submit active professional credentials, licenses and certifications.
4. Professional references and Letters of Recommendation, include the name, position/business addresses and phone numbers.
5. Cost Proposal. Attach a rate schedule that includes the hourly rate, provide estimates of all cost associations, including travel.

Additional Requested Information:

1. Cover Letter
2. Experience in working with Indian Tribe(s)
3. Indian Preference verification in accordance with Tribal Employment Rights Office (TERO).

Evaluation Criteria

<i>Required Documentation and Additional Requested Information Description:</i>	<i>Maximum Points</i>
<i>Cover Letter</i>	Was a cover letter submitted? 1
<i>Resume</i>	Was a resume submitted? 2
<i>Medical Coding Credentials from AAPC and/or AHIMA</i>	Was proof submitted? 3
<i>Letters of Recommendation/References</i>	1 reference 1
	2 references 2
	3 references 3
<i>Experience in working with American Indian Tribe(s).</i>	One to five years 1
	Six to ten years 2
	Eleven plus years 3
<i>Experience and documented work and/or 5 years of experience in medical coding, billing, and auditing services.</i>	One to four years 0
	Five to nine years 1
	Ten to fourteen years 2
	Fifteen to nineteen years 3
	Twenty plus years 5
<i>Professional Credentials and Licenses</i>	Is proof of professional medical coding credentials and licenses submitted? 1
	Is professional credentials and licenses active and in good standing? 1
<i>Provide Certifications</i>	Is proof of certification submitted? 1
<i>Cost Proposal</i>	Is cost proposal attached with hourly rate, estimates of all costs, including travel? 1
<i>Total General Points</i> 21	
	Northern Cheyenne Indian owned business 3
	AI/AN owned business 2
	Non-Indian owned business 1
<i>Maximum Points Possible</i> 24	

REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:

SELECTION PROCESS. The information request can be addressed to the Northern Cheyenne Tribe's authorized Liaison, Tribal Health Administrator, (406) 477-6722. Please submit your bid, one bid per contractor to the Northern Cheyenne Tribe, Finance Office before December 17, 2018 at 4:30 p.m. All bids must be hand delivered in a sealed envelope or mailed and marked state certified **Third Party Revenue Enhancement Consultant**. Please send two (2) copies of the proposal. E-mailed or faxed proposals will not be allowed and late proposals will not be considered. All required documents must be in the bid prior to opening and received by the bid submission deadline. If you have any questions concerning the bid opening, please contact Renessa Russette, Procurement Planning Officer at (406) 477-4810.

INDIAN PREFERENCE. The owner will factor Indian preference into the bid analysis process however, it will in no case be the sole deciding factor in awarding work. Evidence of eligibility for Indian preference must be submitted with the proposal. Responsible bids will be accepted from Non-Indian owned contractors. In evaluation of the bids, the Tribe may, within funding limitations, give preference in the amount of 5% above the lowest total bid, to qualified Indian owned firms.

TERO. Each contractor is required to be certified by the Tribal Employment Rights Office (TERO) in accordance with the Northern Cheyenne TERO Ordinance. The contractor is required to comply with the requirements of the Northern Cheyenne Tribal Employment Rights Office. To receive an application for certification and information on TERO, please write to: Director, Tribal Employment Rights Office, P.O. BOX 308, Lame Deer, MT 59043, or phone (406) 477-6287, and you will be directed to the appropriate personnel to assist you.

This advertisement for Bids does not commit the Northern Cheyenne Tribe to award a contract or to pay any costs incurred in the preparation of the bids or to procure supplies.

The NCT reserves the right to reject any and all bids and to re-advertise according to the best interest of the NCT. The NCT reserves the right to any irregularities or informalities in regard to the bids and the bid process.

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Renessa Russette, Procurement Planning Officer

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P.O. Box 128

Lame Deer, MT 59043