



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



**Request for Proposal**  
**Third Party Revenue Enhancement Consultant**  
**Northern Cheyenne Tribal Board of Health**  
**October 11, 2018**

The Northern Cheyenne Tribe (NCT) is soliciting bids from a third party revenue enhancement, professional consulting services to the Northern Cheyenne Tribal Board of Health, Department of Revenue Enhancement to provide an initial assessment and implement third party billing. This is a six-month service contract for the Board of Health program located within the Northern Cheyenne community in Southeastern Montana.

**Background:**

Consultant will provide professional consulting services for six months during FY19. The consulting services will be provided to the Tribe, 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, which will include but is not limited to:

The proposal should include but not limited to the following criteria:

**Scope of Work**

- The consultant agrees to provide third party revenue enhancement, including third party billing, selection of software for billing, setting up billing system for billing, including Electronic Health Records, on-site training for third party billing: accounts receivable, payment posting, claims processing, credentialing, denials, assessment of billing procedures, RPMS system report, filling and following up on third party insurance applications, centralized billing and all-encompassing pertaining to billing procedures, recommendations and training for leadership on third party billing.
- 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 the Tribe on a monthly basis.

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.

**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 October 24, 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.

**REQUIRED DOCUMENTS INCLUDE THE FOLLOWING:**

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

Published at Lame Deer, Montana on this 11<sup>th</sup> day of October, 2018.

Renessa Russette, Procurement Planning Officer

(1<sup>st</sup> publication): October 11, 2018

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