

Request for Qualifications Assistance to Local Health and Community Organizations on Billing Public and Private Insurers for Health-Related Services

The Mid-America Regional Council (MARC) is the association of local governments and metropolitan planning organization serving the 9-county bi-state Kansas City metro area. MARC supports a regional Community Health Worker Collaborative, and has worked with local and state governments, community and health organizations and others to build a strong CHW workforce in the metro area and the states of Missouri and Kansas.

One of the barriers to further expanding the use of Community Health Workers by health and community-based organizations is the ability for those employers of CHWs to bill for, and be reimbursed for CHW services as part of a health care team. In 2022, MARC supported the preparation of a toolkit on how public and nonprofit organizations and health care organizations could bill for such services provided by Community Health Workers. The toolkit identifies categories of services that can be provided by unlicensed providers within a clinical care team and billed for by the rendering provider. The toolkit was prepared by Erika Saleski, Principal, ES Advisors, LLC and Tim McNeill, co-founder, Freedmen's Health. The toolkit is available on the MARC website at [CHW Toolkit | MARC](#)

MARC is seeking a Contractor to assist local agencies to adjust their operations and billing processes in order to seek reimbursement from Medicare, state Medicaid or private insurance providers according to the categories of services identified in the toolkit. MARC is looking for a Contractor who is knowledgeable about health insurance billing and is available to assist local agencies to review their processes and to make specific recommendations on changes in their processes or steps needed to enable them to bill for the categories of services (identified in the toolkit) provided by a CHW. MARC expects to support up to six organizations in this work including both clinical providers and one community-based organizations (CBO). If the CBO is not currently set up to bill health insurance, Contractor may also need to assist CBO in advising on the contents for an agreement with clinical providers as well as reviewing and recommending updates to processes and workflows to meet the service and billing requirements.

If you are interested in being considered to support our CHW Collaborative in implementing this toolkit, please submit a response to Marlene Nagel, mnagel@marc.org by **5 pm CST on June 2, 2023**. It is the responsibility of the proposer to confirm that MARC has received the response by the deadline.

Review Process

MARC staff, CHW Collaborative leadership and Erika Saleski (MARC's consultant) will review qualifications based on the following criteria:

- Experience and expertise with similar work
- Knowledge of public and private insurance billing procedures and practices
- Capacity and availability to provide technical assistance to up to 6 organizations by December 31, 2023 (Possible grant funds could enable additional services in 2024).
- Ability to assist MARC and the CHW Collaborative to outline ongoing work to support the full implementation of the toolkit, and to make any changes or additions to the toolkit that could make it a more useful resource.

Response Contents

Consultants interested in assisting MARC and the CHW Collaborative with the above work should submit the following information:

1. Name, Address, Contact Phone/Email
2. Description of your capabilities and experience in supporting the design of agency operations and billing practices for health insurance reimbursement of health care team expenses. Identify personnel to be assigned to the project and their qualifications
3. Your approach to working with MARC and your hourly fee
4. Description of up to three similar projects with approach used and results achieved, and examples of design work.
5. Three references, including name, organization, phone, email address

Proposed Schedule

Issue Request for Qualifications	May 3, 2023
Deadline to Submit Qualifications	June 2, 2023
Interviews, as needed	Week of June 5, 2023
If selected, negotiation of contract	By June 16, 2023
Notice to Proceed	June 20, 2023

Award of Contract

This Request for Qualifications does not commit the Mid-America Regional Council to award a contract or to pay costs incurred in the preparation of a response to this request. MARC reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel any or all of this Request for Qualifications if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations and to submit to such price, technical or other information as may be needed to finalize a particular engagement for services.

Affirmative Action/Drug-Free Workplace

MARC hereby notifies all respondents that it will affirmatively ensure that minority and women-owned business enterprises will be afforded full opportunity to submit proposals in response to

this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability, or veteran status in consideration of the contract award. It is an objective of MARC to use minority and women-owned businesses to the maximum extent feasible in carrying out its activities. MARC maintains a Drug-Free Workplace and requires that its contractors adopt and follow policies to provide a Drug-Free workplace for all employees.

MARC CONTACTS FOR FURTHER INFORMATION

Marlene Nagel, Community Development Director, Mid-America Regional Council,
mnagel@marc.org

Hannayd Ruiz, CHW Project Manager, Mid-America Regional Council, hruiz@marc.org

Erika Saleski, ES Advisors, LLC, erika@esadvisors.com