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## North Dakota Legislative Management

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Legislative Council Staff

September 10, 2025

### TO: PROSPECTIVE AMBULANCE SERVICE PROVIDER STUDY CONSULTANTS

The North Dakota Legislative Management is seeking proposals for consultant services for assistance in its study of the feasibility and desirability of establishing a delinquent billing reimbursement grant system for ambulance service providers. The Legislative Management has assigned the study responsibilities to its interim Emergency Response Services Committee, Representative Jim Grueneich, Chairman. Your organization is invited to submit a proposal by Friday, October 10, 2025, for providing consulting services to the committee.

The selection of the consultant will be made by the Emergency Response Services Committee, subject to approval by the Legislative Management Chairman.

[Section 4 of House Bill No. 1322 \(2025\)](#) directs the study of the feasibility and desirability of establishing a delinquent billing reimbursement grant system for ambulance service providers. As part of the study, the committee is seeking to contract for assistance with conducting a survey of ambulance service providers to gather information, including:

1. The annual revenue of the ambulance service derived from billings, state grants, federal grants, donations or endowments, taxation, and other sources as well as the percentage for each source for the most recently completed fiscal year;
2. The annual expenses of the ambulance service by major category for the most recently completed fiscal year;
3. Anticipated vehicle or equipment asset purchases greater than \$5,000 in the next 5 years;
4. As of the end of the most recently completed fiscal year:
  - a. The total number of delinquent accounts along with the dollar value of delinquent accounts;
  - b. The percentage of billings that were delinquent;
  - c. The average length of delinquency for billing accounts, including the number and value of accounts 30, 60, and 90 days or more delinquent;
5. The amount of delinquent billings written off in the most recently completed fiscal year;
6. The number and value of accounts sent to a debt collection agency in the most recently completed fiscal year;
7. The amount of direct billings to individuals and insurance companies in the most recently completed fiscal year;

8. The total number of calls in the previous year and the number of calls that did not result in a patient transport;
9. The number of employees and volunteers who left the ambulance service in the most recently completed fiscal year and the reasons given for leaving;
10. Incentives that could encourage individuals to become a volunteer with the ambulance service; and
11. Additional questions the consultant determines are relevant.

Based on the information gathered from the surveys, the consultant must summarize and analyze the information, identify key findings, and provide recommendations to address the findings, and, if appropriate, propose a delinquent billing reimbursement grant program for ambulance service providers, including criteria to consider as part of determining grant amounts. The consultant will be expected to provide periodic updates to the Emergency Response Services Committee on the status of the project and on tentative findings and recommendations. The final written report is expected to be due by January 30, 2026. The consultant will be scheduled to present the final report to the committee in Bismarck, at a meeting likely in February 2026.

Each proposal should include:

1. Information on the individuals who would conduct the study, indicating educational and employment experiences, and the company's experience with ambulance service providers;
2. Representative samples or summaries of related studies conducted by the company and the status of the implementation of any recommendations; and
3. References for previous related studies.

Proposals must include a proposed contract amount, and be inclusive of all expenses. Consultants under contract for the state should be able to obtain lodging in the state at the rate provided by law for state government officials and employees (\$110 per night plus tax).

The Legislative Management intends to award contracts based on the information contained within the proposals received as well as information received from other sources. The Legislative Management reserves the right to accept or reject any or all proposals and to award contracts that the Legislative Management considers the most advantageous to the state.

If interested in submitting a proposal for providing these services, please submit the proposal to the Legislative Council office at the address below by Friday, October 10, 2025. The committee plans to meet later in October, at the State Capitol, Bismarck, North Dakota, to hear formal presentations from consultants submitting proposals.

The Legislative Council is the point of contact for this request for proposal. All consultant communications regarding the request for proposal should be directed to the Legislative Council.

Email correspondence:

Legislative Council - Keith Mantz  
 Email: [kmantz@ndlegis.gov](mailto:kmantz@ndlegis.gov)  
 Legislative Council - Casey Orvedal  
 Email: [corvedal@ndlegis.gov](mailto:corvedal@ndlegis.gov)

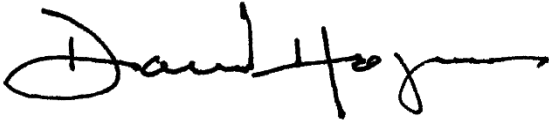
Postal correspondence:

North Dakota Legislative Council  
 State Capitol  
 600 East Boulevard Avenue  
 Bismarck, ND 58505

Telephone correspondence:  
701-328-2916

The request for proposal, any amendments to the request for proposal, and all questions submitted with responses will be posted on the following website at <https://ndlegis.gov/rfps>. Interested consultants are encouraged to check that website periodically for any updates related to this request for proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "David Hogue", with a long horizontal flourish extending to the right.

Senator David Hogue  
Chairman  
Legislative Management

DH/CC