

Receivables Collection Contractor

Montana Department of Transportation is seeking proposals for a contractor to bill and collect on State property damage claims.

Open	7/15/2025 2:00 PM MDT	Type	Request for Proposal
Close	8/20/2025 2:00 PM MDT	Number	MDT-316092-NO
		Currency	US Dollar

Sealed Until 8/20/2025 2:00 PM MDT

Contacts

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Commodity Codes

Commodity Code	Description
1807	Financial Services - Collection
1801	Financial Services - Accounting Services
1806	Financial Services - Claims Adjuster Services

Description

The Department of Transportation, Maintenance Division, is issuing this Request for Proposal (RFP) for a contractor to identify damages to state property, research and investigate the individual or party liable for the damage, and bill and collect on state property damage claims on Montana's interstate and State highways.

A more complete description of the services is provided in the Buyer Attachments of the RFP. For assistance with eMACS functionality, such as Vendor registration, How to respond to a bid (IFB) or Proposal (RFP), How to videos, see the eMACS Vendor Handbook. Additional resources can be found at: <https://spb.mt.gov/eMACS-Resources>

For additional eMACS help not found within the Handbook or website, contact the eMACS Help Desk at 406-444-2575.

Be sure to review and submit your response upon completion.

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Buyer Attachments

1. [Receivables_Scope of Work.docx](#)

Group 1: Mandatory Requirements

Instructions: To be eligible for consideration, an offeror must meet all mandatory requirements. The State will determine whether an offeror's proposal complies with the requirements. Offerors receiving a Fail in any of the mandatory requirements will be removed from further consideration.

- 1.1 Offeror must complete and upload the attached Business Information document. ★
- 1.2 Please upload a list of staff that will be available to work on this contract. ★
- 1.3 Please read the attached Offeror Qualifications and upload the response to each Section. Upload your information in one upload as multiple will make the prior disappear. ★
- 1.4 Please fill out the attached Price sheet and upload here. ★

Group 2: Confidential Information

Instructions: The State of Montana is required by both the Montana Constitution and its laws to permit the public to examine documents that are kept or maintained by the public agencies, other than those legitimately meeting the provisions of Montana Constitution, Mont. Code Ann. §§2-6-1001, et seq, Montana Procurement Act §§18-4-401, et seq., and Montana's Uniform Trade Secrets Act, Mont. Code Ann. §30-14-401, et seq

- 2.1 Does your proposal contain confidential information? If you select Yes, another question will be generated, requiring an upload of your Trade Secret Affidavit. Offerors MUST also upload a copy of the response with all areas claimed as confidential or proprietary redacted under Supplier Attachments. ★
- 2.2 Offerors must upload a completed Trade Secret Affidavit.

Group 3: Equal Pay for MT Women

Instructions:

- 3.1 Equal Pay for Montana Women. Offerors who agree and certify compliance to Executive Order No. 12-2016, Equal Pay for Montana Women, will receive a bonus of 5% of the total points available. Offerors who do not comply will not receive bonus points. ★

Group 4: Verification of Nondiscrimination Against Firearms Entities/Trade Associations

Instructions: Instructions: Offeror's certification is made in compliance with and in reference to 30-20-301, MCA and the terms defined therein. If Offeror determines the provisions of 30-20-301, MCA do not apply to Offeror or the contract to be awarded under this RFP, Offeror shall submit a statement setting forth in detail the basis for such determination.

- 4.1 Offeror does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association during the term of any contract it is awarded under this solicitation; and b. Offeror will not discriminate against a firearm entity or firearm trade association during the term of any contract it is awarded as a result of this solicitation ★
- 4.2 The Contractor determines the provisions of 30-20-301, MCA do not apply to the contract, the Contractor shall submit a statement setting forth in detail the basis for such determination. ★
- 4.3 Please confirm whether you are a governmental entity, are not a "company" that exists to make a profit, or are a company with fewer than 10 full-time employees. ★

There are no Items added to this event.

Service Line Items

★ Service Line Items

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#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Service Delivery
S1	Total Feed Please input the cost from the Proposal Price Sheet labeled, " Maximum dollar fee per claim."		1	LS - Lump Sum	