



Request for Proposal

October 1, 2026

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your firm to submit a proposal for Physician and Dental Hygienist Recruitment Services for LTBB Health Department programs.

Included with this letter are:

- 1.) Provisions governing this RFP.
- 2.) Project specific questions should be directed to Jody Werner by email at jwerner@ltbbodawa-nsn.gov

3.) Anticipated Procurement Schedule

Milestone	Date
RFP issued	October 2, 2026
Deadline for written questions	October 12, 2026
Responses or addendum issued	October 14, 2026
Proposal submission deadline	October 19, 2026
Interviews, if required	October 20-23, 2026
Notice of intent to award	October 27, 2026
Anticipated contract start	November 2, 2026

Thank you for your interest.

Sincerely,

Mandy Szocinski

Mandy Szocinski
Accounting

I. BIDS DUE

- A. All bids must be received by Mandy Szocinski in the Accounting Department by **October 19, 2026** no later than 3:30 pm prevailing local time.
- B. Bids will be accepted in the following four methods:
 - 1. By E-Mail: mszocinski@ltbbodawa-nsn.gov
 - 2. U.S. Mail: Little Traverse Bay Bands of Odawa Indians
Attn: Mandy Szocinski
7500 Odawa Circle
Harbor Springs, MI 49740
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.
- D. LTBB may request interviews, presentations, clarifications, a best-and-final offer, or additional documentation before making an award. Award may be made to the proposer, determined to provide the best overall value and not necessarily the lowest price.

II. SCOPE

The Little Traverse Bay Bands of Odawa Indians (LTBB) Tribal Clinic invites proposals from qualified healthcare recruitment firms to provide full-cycle recruitment services for two priority positions: one Physician and one Dental Hygienist. The selected firm will support the Clinic in identifying, engaging, screening, and securing qualified candidates who are committed to culturally responsive, patient-centered care in a Tribal health setting.

The Clinic seeks a recruitment partner with demonstrated experience placing healthcare professionals in rural, Tribal, Indian Health Service, community health, or other underserved settings. The successful firm will collaborate closely with LTBB representatives, maintain timely communication, and tailor its strategy to the Clinic's operational needs and community context

- A. Recruitment Objectives:
 - Develop and execute targeted recruitment strategies for both positions.
 - Produce a qualified, diverse candidate pool consistent with applicable law and LTBB hiring requirements.
 - Reduce vacancy duration while maintaining rigorous professional, credentialing, and cultural-fit standards.
 - Provide a transparent process with defined milestones, regular reporting, and clear accountability.
 - Support successful candidate acceptance and transition through the agreed placement-guarantee period.
- B. Required Recruitment Services - The selected firm shall provide the following services for both searches below in Section C:
 - Search planning: Conduct an intake meeting; review approved job descriptions, compensation, benefits, schedule, call expectations, work setting, and credentialing requirements; and submit a written search plan.
 - Market assessment: Advise the Clinic on candidate availability, market conditions, compensation competitiveness, barriers to recruitment, and recommended outreach methods.
 - Candidate sourcing: Use direct outreach, professional networks, associations, job boards, training programs, digital campaigns, and other appropriate channels. Advertising costs must be identified separately and approved in advance.
 - Screening: Verify minimum qualifications; assess relevant experience, motivation, communication, location interest, compensation expectations, availability, and alignment with culturally responsive Tribal healthcare.
 - Candidate presentation: Submit only qualified candidates using a consistent profile that includes résumé or curriculum vitae, screening summary, licensure status, board or certification status, availability, compensation expectations, and known relocation or credentialing considerations.
 - Interview coordination: Schedule interviews, prepare candidates, collect feedback, manage follow-up, and support site visits when requested.
 - Due diligence support: Assist with reference checks and preliminary verification of licenses, certifications, sanctions, exclusions, malpractice or disciplinary history, and other role-appropriate items.

Final background checks, credentialing, privileging, and hiring decisions remain the LTBB's responsibility unless expressly included in the final contract.

- Offer and acceptance support: Facilitate communication, support negotiations as directed, identify barriers, and maintain candidate engagement through acceptance and the agreed start date.
- Post-placement follow-up: Conduct check-ins with the Clinic and placed candidate during the guarantee period and promptly address concerns.

C. Position-Specific Scope:

1. **Physician** - The recruitment firm shall source candidates who meet the LTBB Clinic's final approved position description. At a minimum, the search should address
 - Doctor of Medicine or Doctor of Osteopathic Medicine degree from an accredited institution.
 - Current, unrestricted license to practice medicine in Michigan or other state, or eligibility to obtain one before employment.
 - Board certification in Family Medicine.
 - Eligibility for medical staff appointment, credentialing, privileging, Medicare/Medicaid enrollment, and applicable federal or Tribal program requirements.
 - Current DEA registration, or eligibility to obtain it, and required life-support certifications.
 - Experience providing primary care across the lifespan for minimum of 10 years; experience in rural, Tribal, Indian Health Service, community health, or underserved settings is preferred.
 - Demonstrated ability to provide culturally responsive care and work effectively within an interdisciplinary team.
2. **Dental Hygienist** - The recruitment firm shall source candidates who meet the Clinic's final approved position description. At a minimum, the search should address:
 - Graduation from an accredited dental hygiene program.
 - Current, unrestricted Michigan dental hygienist license, or eligibility to obtain one before employment.
 - Current CPR/BLS certification.
 - Competence in preventive dental care, patient education, periodontal assessment and therapy, radiographs, infection prevention, documentation, and coordination with dental providers.
 - Experience serving children, adults, families, and patients with varied access-to-care needs.
 - Experience in Tribal, Indian Health Service, public health, community dental, rural, or underserved settings is preferred.
 - Demonstrated commitment to culturally responsive care, patient dignity, teamwork, and continuity of care.

D. Deliverables and Performance Expectations:

- Kickoff meeting and finalized search plan within five business days after contract execution.
- Written market assessment and outreach strategy within ten business days after kickoff.
- Initial qualified candidate slate targeted within 30 calendar days for the Dental Hygienist and 45 calendar days for the Physician, or an alternative schedule clearly justified in the proposal.
- Weekly written status report showing outreach activity, pipeline status, candidate feedback, barriers, and next steps.
- Candidate profiles submitted within two business days after completion of the firm's screening process.
- Prompt notice of any concern that may materially affect candidate eligibility, timing, or acceptance.
- Final placement summary and post-placement follow-up through the proposed guarantee period.

E. Proposers should identify measurable performance commitments, including anticipated time to first candidate, time to accepted offer, candidate retention checkpoints, and replacement obligations.

F. Key Expectations:

- Selected firm will serve as an independent contractor and will have no authority to bind LTBB.
- All candidate information and Clinic information must be protected as confidential and used only for the contracted searches.
- No candidate may be presented without the candidate's authorization and disclosure of any prior submission to LTBB.

- Ownership of candidate referrals, duplicate submissions, fee triggers, and referral-protection periods must be clearly defined in the proposal and final agreement.
 - LTBB retains sole discretion over interviews, candidate selection, compensation decisions, credentialing, privileging, background review, and employment offers.
 - Any use of subcontractors requires prior written approval.
 - The final agreement will address termination rights, invoicing, insurance, indemnification, dispute resolution, governing authority, and other LTBB-required terms.
 - LTBB reserves the right to reject any or all proposals, waive minor irregularities, negotiate scope or fees, cancel the solicitation, or make separate awards by position when in LTBB's best interest.
- G. **Requested pricing option:** Proposers should provide separate pricing for the Physician search and the Dental Hygienist search, along with any bundled pricing. LTBB may award both searches to one firm or award each search separately.

III. QUALIFICATIONS

- A. At least five (5) years of successful healthcare recruitment experience, including physician recruitment and oral health recruitment.
- B. Must not appear as listed as parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.
- C. Demonstrated placements in rural, Tribal, Indian Health Service, community health, or medically underserved settings.
- D. A designated account lead and recruiters with relevant professional-search experience.
- E. Knowledge of healthcare licensure, credentialing, privileging, exclusion screening, and confidentiality requirements.
- F. Documented sourcing methods, candidate-vetting process, reporting practices, and quality controls.
- G. Ability to comply with LTBB contracting requirements, applicable Tribal law and policies, confidentiality obligations, and required insurance coverage.
- H. Disclosure of actual or potential conflicts of interest and any subcontractors proposed for the engagement
- I. **Must**, per LTBB WOS 2012-008, the Sex Offender Registration and Notification Statute, to fulfill the obligations of sex offender registration and notification; All contractors, including their employees including all subcontractors and their employees that are sex offenders that are mandated to register are required to update their registry with the LTBB Law Enforcement when working on sites under the jurisdiction of LTBB.

IV. PREFERENCES FOR CONTRACTOR

- A. Native American Preference shall apply.
 - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
 - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Bid Package" submittal for documentation needed.

V. INSURANCE REQUIREMENTS

The Contractor must meet and agree to maintain during the term of the Contract the following insurance coverage if applicable, as required by law. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan.

- A. Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage.
- B. Contractor shall be responsible for insuring all its vehicles, equipment, tools and all materials which it may use at the work site during contract period. LTBB shall not be responsible for any loss or damage to the Contractor's vehicles, equipment, tools and materials.

- C. Contractor shall procure and maintain during the term of the contract Commercial General Liability Insurance on an “occurrence basis” with limits of liability of not less than \$1,000,000 limit per claim with at least an aggregate annual of \$2,000,000, for Personal injury. Bodily injury and Property Damage Coverage shall include the following extensions: 1.) Contractual Liability; 2.) Products and Completed Operations Coverage; 3.) Independent Contractors Coverage; and 4.) Broad Form General Liability Extensions or equivalent.
- D. Contractor shall maintain Vehicle Liability Coverage, and Michigan No-Fault coverages including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per claim with at least an aggregate annual of \$2,000,000. The Contractor will provide certificate(s) of insurance coverage prior to start of contract term.
- E. If any of the above coverage expires during the term of the contract, the Contractor’s insurer shall deliver renewal certification and/or policies to: Little Traverse Bay Bands of Odawa Indians, Accounting Contracts Personnel, and 7500 Odawa Circle, Harbor Springs, Michigan 49740.

VI. FUNDING REQUIREMENTS

This project is 100% supported with funds available through Indian Health Services. Contractors submitting bids and awarded this project MUST comply with any special reporting, conditions, terms or requirements that apply, which will be itemized in the “Scope” above.

VII. CONTRACT AWARD

A team from LTBB will evaluate the bids and choose to award the contract to one or more of the most responsive bidders who have proven experience in services as described above. Native American Preference shall apply. The award may be split, at the LTBB’s discretion, between two (2) or more contractors to better service specific locations. LTBB may determine that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

BID PACKAGE

Responses must be in the format listed below along with any supplemental documentation which is required to meet criteria of this request. Confine submissions to those matters sufficient to define its proposal and to provide adequate basis for the Little Traverse Bay Bands of Odawa Indians to evaluate the proposal. Incomplete responses will not be considered.

1. Introduction
 - a. Letter briefly state the understanding you have of the Clinic’s needs and proposed approach for each position signed by an authorized representative
 - b. Firm overview, ownership structure, years in business, office locations, and primary contact information.
 - c. Qualifications and résumés of the personnel assigned to the engagement.
 - d. Examples of comparable placements and at least three client references, preferably from Tribal, rural, community health, or underserved healthcare organizations.
2. Detailed work plan, sourcing strategy, screening methodology, timeline, and reporting process.
3. Cost - Fee proposal showing all professional fees, payment milestones, advertising costs, travel or site-visit costs, reimbursable expenses, and any other charges. Identify whether the fee is flat fee, percentage-based, or a hybrid.
4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
 - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
 - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
 - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.
5. Placement guarantee and replacement or refund terms for each role.

6. Current workload, capacity to begin, and any anticipated conflicts of interest.
7. Exceptions to the proposed scope or contract terms.

Evaluation Scale
(Total Possible Points = 100)

Proposals shall be evaluated on the point scale listed below. Point values to be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

Relevant healthcare recruitment experience and demonstrated results	20
Understanding of Tribal, rural, and underserved healthcare recruitment	10
Proposed methodology, work plan, timeline, and reporting	15
Qualifications and capacity of assigned personnel	10
Fees, overall value, and placement guarantee	15
References and quality of comparable past performance	5
Native American Owned (LTBB 20 points- other Tribes 10 points – none 0)	
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
Total Score	100