Request for Proposals: Program Manager (Contracted)
Rural Dental Hygienist Re-Entry and Continuing Education Program
Issued by: Michigan Oral Health Coalition (MOHC)
RFP issue date: Thursday, Nov. 5, 2026
Proposal due date: Monday, Nov. 16, 2026, at 4 p.m. ET
Anticipated contract period: Nov. 23, 2026, through Sept. 30, 2027
Not-to-exceed amount: $109,512.61, including travel

1. BACKGROUND

MOHC seeks a contracted Program Manager to run day-to-day delivery of a new grant-funded program that returns licensed dental hygienists to patient care in rural Michigan.

Many rural communities have too few dental hygienists to meet demand. Practices report longer waits between cleanings, limited room for new patients and fewer preventive visits. At the same time, some licensed hygienists have stepped away from clinical work, cut their hours or want refreshed skills before returning.

The program offers these hygienists a structured path back. Participants complete self-paced online coursework, then two days of hands-on clinical training at the University of Detroit Mercy School of Dentistry, followed by cohort check-ins paired with continuing education. Two cohorts of up to 15 participants each are planned in 2027.

Outreach focuses on licensed dental hygienists in 10 rural counties: Arenac, Clare, Gladwin, Iosco, Isabella, Lake, Mecosta, Montcalm, Ogemaw and Osceola.

MOHC is a statewide nonprofit coalition working to improve oral health access across Michigan. The Program Manager will work with the MOHC Executive Director, a contracted Program Coordinator, the University of Detroit Mercy training team and an independent evaluator.

2. ROLE PURPOSE

The Program Manager keeps the program on schedule, on budget and in compliance so MOHC meets its work plan, reporting and spending requirements by Sept. 30, 2027.

This role manages partners and deliverables, leads recruitment and employer engagement, supervises the Program Coordinator and prepares quarterly reports. The Program Manager reports to the MOHC Executive Director, who serves as Project Director. MOHC keeps all program decisions, including participant eligibility.

3. SCOPE OF WORK

The Program Manager will complete 11 deliverables between contract start and Sept. 30, 2027. Timing is anticipated and may shift with training dates.

Item	Deliverable	Anticipated timing
1	Build and maintain the program work plan, milestones and deliverable schedule	November 2026, then ongoing
2	Manage the University of Detroit Mercy and independent evaluator contracts against their statements of work, and supervise the Program Coordinator	Ongoing
3	Set up the participant tracking roster, intake survey and data protocols, using funder templates where available	December 2026
4	Develop plain-language recruitment materials and lead outreach to licensed dental hygienists in the 10 counties	November 2026 to January 2027
5	Engage rural employers, including private practices, federally qualified health centers and local health departments, for input on curriculum priorities and recruitment support	November 2026 to March 2027
6	Obtain a signed participant acknowledgment from every enrollee, using funder-required language, before training begins	February to July 2027
7	Deliver two cohort sessions that combine a practice-status check-in with continuing education	June and September 2027
8	Complete a written between-cohort review and apply refinements to cohort two	April to mid-May 2027

9	Prepare quarterly performance reports for Project Director review and submission by each due date	Quarterly
10	Support financial tracking and documentation so spending stays on plan and supports monthly financial reports	Ongoing
11	Write a replication plan for extending the model to other rural Michigan regions, including the Upper Peninsula	July to September 2027

The Program Manager may engage rural oral health subject matter expertise within the contract amount, including clinical review support for curriculum deliverables. Subcontracts require MOHC's written approval and carry the same terms as this contract.

4. QUALIFICATIONS

These qualifications apply to the project lead. Firms may use additional staff under the lead's direction.

Required

- Bachelor's degree in public health, health administration, education, social sciences or a related field, or an equivalent combination of education and directly relevant experience.
- At least three years of program or grant management experience, including responsibility for deliverables, timelines and reporting.
- Experience administering federally funded or state-administered grant programs.
- Working knowledge of federal grant administration under 2 CFR 200, including allowable costs, procurement standards, and the difference between contractors and subrecipients.
- Ability to manage contracted partners against written statements of work and hold them to deliverables and deadlines.
- Experience collecting, maintaining and reporting individual-level participant data accurately and confidentially.
- Ability to build working relationships with rural health care employers, and familiarity with rural Michigan health care delivery.

Preferred

- Experience with health workforce, training or continuing education programs.

- Experience supporting Michigan oral health coalitions, statewide oral health initiatives or Michigan public health partnerships.
- Familiarity with Michigan's oral health landscape and dental workforce needs.
- Experience working with coalitions, public health agencies or nonprofit organizations.
- Experience writing replication, sustainability or implementation plans.

5. COMPENSATION AND LEVEL OF EFFORT

The contract will not exceed $109,512.61, paid monthly against itemized invoices.

Item	Basis	Maximum
Program management services	Blended team rate not to exceed $150 per hour (about 716 hours)	$107,352.61
In-state mileage	GSA mileage rate in effect on the date of travel, currently $0.76 per mile (about 2,000 miles)	$1,520
Lodging in Detroit for both training sessions	Up to 4 nights at actual cost, not to exceed the GSA lodging per diem for Detroit	$640
Total		**$109,512.61**

The work averages about 15 to 20 hours a week, heavier during recruitment, training and reporting periods. Most work can be done remotely, with some travel to the 10 counties and to Detroit for training.

The Program Manager is an independent contractor and supplies its own equipment. Invoices list hours by deliverable and by team member. No other expenses are reimbursed.

6. PROPOSAL REQUIREMENTS

Submit one PDF or Word file. The proposal narrative may not exceed five pages, not counting resumes and the budget. Include these six parts:

- **Approach.** Describe how you would manage the program's timeline, partners, recruitment, employer engagement, participant data and quarterly reporting.
- **Work plan and timeline.** Show major activities, milestones and how your schedule fits the two cohorts.
- **Relevant experience.** Give examples of managing comparable grant-funded programs, especially federally funded health, workforce or training programs, and any work in rural Michigan or oral health.
- **Project team.** Name the project lead and each person who will do the work, with their role, qualifications and expected hours. Attach resumes.

- **Budget and references.** Show the proposed blended rate, not to exceed $150 per hour, and estimated hours by deliverable and team member. Note any assumptions that could affect cost. List two references from comparable engagements.
  Disclosure. Disclose any personal, family or business relationship with an MOHC board member, the MOHC Executive Director or any organization involved in this program, including current or past contracts with MOHC. If you have nothing to disclose, include a brief statement saying so. A disclosure does not disqualify you; it lets MOHC manage the review fairly.

7. EVALUATION

A review panel will score each complete proposal out of 25 points. Proposals whose project lead does not meet the required qualifications will not be scored.

Criterion	Points	What reviewers look for
Understanding and approach	5	A practical plan for running a two-cohort program on a 10-month timeline
Grant management and compliance	5	Experience with federally funded grants, 2 CFR 200, budgets and accurate, on-time reporting
Partner, employer and participant engagement	5	Managing contracted partners, reaching rural employers and professionals; oral health knowledge strengthens this score
Team qualifications and capacity	5	A qualified lead, clear roles and enough availability to meet every deadline
Budget and value	5	A transparent rate, realistic hours and clear assumptions, with strong value for the deliverables
Total	**25**	

MOHC may interview the top-scoring respondents before making a selection. Any reviewer with a disclosed relationship to a respondent will not score that proposal.

8. SCHEDULE

Milestone	Date
RFP released	Thursday, Nov. 5, 2026
Written questions due	Monday, Nov. 9, 2026, by noon ET
Answers shared with all interested respondents	Thursday, Nov. 12, 2026
Proposals due	Monday, Nov. 16, 2026, at 4 p.m. ET
Interviews, if needed	Week of Nov. 16, 2026
Contractor selected	By Monday, Nov. 23, 2026

Anticipated contract start	On or about Dec. 1, 2026

9. CONTRACT TERMS

The selected contractor will sign a written agreement with MOHC that includes these terms:

- **Relationship.** The Program Manager is an independent contractor. MOHC keeps all program decisions, including participant eligibility.
- **Separation of roles.** The Program Manager, its staff and its subcontractors may not serve as the program's independent evaluator.
- **Start of work.** Work and billing begin only after the contract is fully signed.
- **Grant compliance.** Because the program is grant-funded, the contract includes standard grant terms on nondiscrimination, records retention and access for auditors. MOHC will confirm the contractor is not suspended or debarred from receiving public funds.
- **Confidentiality.** Participant information is used only for this program, stored securely and reported in aggregate unless MOHC directs otherwise.
- **Ownership.** Work plans, rosters, records, recruitment materials, reports and the replication plan created under the contract belong to MOHC and are delivered in editable formats.
- **Public communications.** The Program Manager does not issue public statements, flyers, posts or media responses about the program without MOHC's written approval.
- **Paperwork.** The contractor provides a completed IRS Form W-9 before the first payment.

10. SUBMISSION AND QUESTIONS

Email proposals and questions to:

Kimberly Raleigh, EdD, MHSA, RDH
Executive Director, Michigan Oral Health Coalition
KRaleigh@mohc.org

Use the subject line "Program Manager RFP." MOHC will confirm receipt within one business day. Late proposals will not be considered.

MOHC welcomes proposals from all qualified respondents and does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

11. RESERVATION OF RIGHTS

MOHC may modify or cancel this RFP, reject any or all proposals, request more information, negotiate final scope and terms with the selected respondent, and select the proposal that offers the best overall value to the program.