Request for Proposals: Program Coordinator (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: Dec. 1, 2026, through Sept. 30, 2027
Not-to-exceed amount: $38,560, including travel

1. BACKGROUND

MOHC seeks a part-time, contracted Program Coordinator to help launch 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 Coordinator will work alongside a contracted Program Manager, the MOHC Executive Director, the University of Detroit Mercy training team and an independent evaluator.

2. ROLE PURPOSE

The Program Coordinator recruits, enrolls and follows every participant individually, and keeps the records the program needs for reporting.

This is a hands-on, detail-focused role. It suits someone who is organized, reliable and comfortable talking with licensed health professionals by phone and email. The coordinator reports to the Program Manager and does not set program policy or eligibility criteria. It may

suit a dental hygienist, dental office professional, public health professional or experienced program assistant looking for flexible, part-time contract work.

3. SCOPE OF WORK

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

Item	Deliverable	Anticipated timing
1	Build and verify a county-level outreach list of licensed dental hygienists in the 10 counties from public state licensing records, with at least 300 contacts identified	December 2026
2	Carry out direct mail, email and phone outreach, and log every contact by county	December 2026 to January 2027
3	Receive applications, screen them against MOHC's published eligibility criteria and enroll cohort one (up to 15 participants), with a waitlist	January to mid-February 2027
4	Enroll cohort two (up to 15 participants), drawing on the waitlist and continued outreach	April to May 2027
5	Coordinate cohort logistics: scheduling, materials, rosters, the lodging room block, and attendance and completion records for both training days	During each cohort's training window
6	Conduct 30-day and 90-day follow-up with cohort one completers, recording practice status, employer county and clinical hours	April to July 2027
7	Conduct 30-day follow-up with cohort two completers, recording the same information	August to mid-September 2027
8	Maintain accurate, organized records that support required quarterly reporting	Ongoing

MOHC will provide the program email platform, program phone line, video conferencing account, and data templates. If needed, MOHC will also supply a computer.

4. QUALIFICATIONS

Required

- Associate degree, or an equivalent combination of education and experience.
- At least two years of administrative, program support or coordination experience.
- Accurate data entry and records management, with strong attention to detail.
- Ability to handle participant information confidentially and consistently.

- Proficiency with spreadsheets, databases, virtual meeting platforms and online learning systems.
- Clear, professional communication by phone, email and in writing with licensed health professionals.
- Ability to coordinate travel, lodging and event logistics across multiple counties, including travel to Detroit for two in-person training sessions.

Preferred

- Experience in a health care, higher education or nonprofit setting.
- Experience supporting continuing education or training programs.
- Working knowledge of dental or dental hygiene practice, such as experience as a dental hygienist or in a dental office.
- Familiarity with rural Michigan communities.

5. COMPENSATION AND LEVEL OF EFFORT

The contract will not exceed $38,560, paid monthly against itemized invoices.

Item	Basis	Maximum
Coordination services	Up to 1,040 hours at a proposed rate not to exceed $35 per hour	$36,400
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		**$38,560**

The work averages about 20 to 25 hours per week. Hours run heavier during outreach, enrollment and training weeks and lighter between cohorts. Most work can be done remotely on a flexible schedule.

The coordinator is an independent contractor, not an MOHC employee, and is responsible for their own taxes. Invoices list hours by deliverable. No other expenses are reimbursed.

6. PROPOSAL REQUIREMENTS

Keep proposals short and practical. Submit one PDF or Word file with these four parts:

- **Cover letter (two pages maximum).** Describe your relevant experience and how you would approach outreach, enrollment, logistics and follow-up for this program. Include your availability, including weekly hours and any planned time off between December

2026 and September 2027, and confirm you can travel to Detroit for two in-person training sessions (dates TBA).

- **Resume.** Show the education and work experience that match the qualifications in Section 4.
- **Proposed hourly rate.** State your rate, not to exceed $35 per hour.
- **References and disclosure.** List two professional references with phone and email. 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.

Organizations may respond, but must name the individual who will do the work.

7. EVALUATION

A review panel will score each complete proposal out of 25 points. Proposals that do not meet the required qualifications will not be scored.

Criterion	Points	What reviewers look for
Understanding and approach	5	A practical, organized plan for outreach, enrollment, logistics and follow-up
Coordination and logistics experience	5	Track record managing schedules, rosters, events, travel and lodging
Data, records and confidentiality	5	Accurate data entry, organized records and careful handling of personal information
Communication with health professionals	5	Clear, warm, professional communication; dental or dental hygiene knowledge strengthens this score
Availability, reliability and value	5	Hours and schedule that fit the workload, strong references and a reasonable proposed rate
Total	**25**	

MOHC may interview the top-scoring applicants before making a selection. Any reviewer with a disclosed relationship to an applicant 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 coordinator is an independent contractor. MOHC keeps all program decisions, including participant eligibility.
- **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 shared only as MOHC directs.
- **Ownership.** Lists, logs, rosters, records and materials created under the contract belong to MOHC and are delivered in editable formats.
- **Public communications.** The coordinator 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 Coordinator RFP." MOHC will confirm receipt within one business day. Late proposals will not be considered.

MOHC welcomes proposals from all qualified individuals 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.