



## **Request for Proposal**

November 8, 2024

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a proposal to provide Project Management services to assist LTBB with the transition from current RPMS to Epic Electronic Health Record (EHR) system for the LTBB Health Department.

Included with this letter are:

- 1.) Provisions governing this ITB.
- 2.) Project specific questions should be directed to Health Director, Jody Werner, by email at [jwerner@ltbbodawa-nsn.gov](mailto:jwerner@ltbbodawa-nsn.gov) or the Assistant Health Director, Christina Dubois by email at [cdubois@ltbbodawa-nsn.gov](mailto:cdubois@ltbbodawa-nsn.gov) .

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 **December 9, 2024** no later than 3:30pm 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 to: 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.

## II. SCOPE

The Little Traverse Bay Bands (LTBB) Health Department is partnering with OCHIN to move from our current RPMS EHR to Epic Electronic Health Record (EHR) system to enhance patient care, streamline administrative processes, and improve overall operational efficiency within our healthcare facility. This Statement of Work (SOW) outlines the scope of services required from the vendor to provide Project Management services to assist LTBB with the transition.

- A. Serve as Project Manager for LTBB Health Department and work with OCHIN to transition from current EHR system RPMS to EPIC, following OCHIN's implementation plan and timelines
- B. Coordinate the transition from RPMS to EPIC, following the implementation plan created by OCHIN.
- C. Work with OCHIN and LTBB to customize and configuring Epic EHR system to meet the organization's workflows and preferences.
- D. Follow OCHIN's detailed implementation plan, including timeline, milestones, and resource allocation.
- E. Ensure seamless integration with existing systems and data migration from legacy systems, if applicable.
- F. Provide training sessions for end-users, including clinical staff, administrative personnel, and IT support staff to ensure the successful adoption of the Epic EHR system.
- G. Provide comprehensive support to end-users to ensure a successful adoption of the Epic EHR system.
- H. Customize and configure the Epic EHR system to align with the workflows and requirements of our organization.
- I. Provide training sessions for end-users, including clinical staff, administrative personnel, and IT support staff.
- J. Provide comprehensive training and support to end-users to ensure the successful adoption of the Epic EHR system.
- K. Offer ongoing technical support and troubleshooting assistance post-implementation.
- L. Collaborate with the LTBB Health Department IT to ensure seamless integration with existing systems and data migration from legacy systems, if applicable.
- M. Assist with performing data conversion from Resource Patient Management System (RPMS) to Epic EHR system.
- N. Conduct thorough testing and quality assurance activities to validate the functionality and usability of the implemented Epic EHR system.
- O. Ensure compliance with regulatory standards, such as HIPAA and HITECH, and security requirements throughout the implementation process, as well as implementation of any necessary security measures to safeguard patient data.
- P. The Epic EHR system implementation shall be deemed successful upon meeting the following acceptance criteria:
  - Completion of all deliverables within OCHIN's implementation plan, meeting the agreed-upon timeline and budget.
  - Successful customization and configuration of the Epic EHR system to meet organization's needs.
  - Positive feedback from end-users regarding system usability and functionality.
  - Seamless integration with existing systems and successful data migration, if applicable.
  - Compliance with regulatory standards and implementation of necessary security measures.
- Q. Payment shall be made in accordance with the agreed-upon milestones and deliverables as outlined.

### III. QUALIFICATIONS OF CONTRACTOR

- A. 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.
- B. The Parties understand that LTBB has enacted a statute, 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.
- C. Must have proven successful experience in Project Management services in transitioning to EPIC EHR from other EHRs. Experience preferred in these areas: Ambulatory Clinic, Dental Clinic, Behavioral Health Clinic, Pharmacy, Billing, Reporting.

### 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.
- C. Prefer Contractor to have experience working with Tribal Healthcare Organizations.
- D. Prefer Contractor to have experience in performing data conversion from Resource Patient Management System (RPMS).

### V. INSURANCE REQUIREMENTS

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

- A. The Contractor shall carry Worker's Compensation and Employer's Liability Insurance Coverage.
- B. The 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. The 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 per occurrence combined single limit, 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. The Contractor shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- 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. CONTRACT AWARD

A team from LTBB shall evaluate the proposals and decide to award the contract to the most capable bidder having proven experience with Native American Tribal Health Care Organizations and Epic EHR systems 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**

Contractors must submit a response in the form of a bid that includes the following sections: 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 work to be done stating subject is in response to this invitation.
  - b. Company Profile including the name, title, address, telephone number, name of contact person, and date
  - c. Key staff who will perform the tasks for this project
  - d. List of References (minimum of 3)
    - i. Indicate specific role
    - ii. Indicate qualifications and experience
    - iii. Provide resume indicating extent of experience on related projects
  - e. List similar projects with documentation
2. Project Approach – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Clearly indicate which tasks will be completed by subcontractors (if applicable).
3. The total fixed price cost of the services for the Contract term as noted in Section II of this invitation.
  - a. Clearly indicate which tasks will be completed by subcontractors (if applicable).
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. A copy of the Certificates of Insurance for the Contract term as noted in Section V of this invitation.

**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.

Qualifications and experience of staff dedicated to this project	15
Similar Projects, Demonstrated experience	15
Method and Approach meets LTBB Needs	20
Budget considerations and cost-effectiveness	15
Knowledge/Experience of Tribal Cultures	10
Ability to meet project timelines	10
Native American Owned	10
Non-Native Minority, Women, Disabled, Registered Small Business or Veteran Owned	5
<b>Total Score</b>	<b>100</b>