



**NOTTAWASEPPI HURON
BAND OF THE POTAWATOMI**

A FEDERALLY RECOGNIZED TRIBAL GOVERNMENT

**REQUEST FOR PROPOSAL FOR
PROJECT MANAGEMENT SERVICES FOR
EHR TRANSITION**

The Nottawaseppi Huron Band of the Potawatomi (“NHBP”), a federally recognized Indian Tribe, is requesting proposals from individuals or firms for Project Management services for Electronic Health Record (“EHR”) systems transition.

The NHBP Health and Human Services Department (“HHSD”) is transitioning its EHR system from Greenway Health Intergy to the Epic EHR platform and is seeking Project Management services to support and guide this transition.

Proposals will be received until **March 6, 2026; 5:00 pm local time** to HHSD located at: 311 State Street SE., Grand Rapids, MI 49503.

Digital submissions and all project-specific questions may be directed to:

Jessilyn Dunegan, Health Director, at jessilyn.dunegan@nhbp-nsn.gov

Andrew Straatsma, Business Office Manager, at andrew.straatsma@nhbp-nsn.gov

All questions regarding the bid process may be directed to:

Barry Skutt Jr., CEO, at barry.skuttjr@nhbp-nsn.gov

Andrew Straatsma, Business Office Manager, at andrew.straatsma@nhbp-nsn.gov

The Nottawaseppi Huron Band of the Potawatomi reserves the right to waive irregularities and accept or reject any or all proposals, or any part of any proposal to further the best interests of the Tribe.

Dated: February 5, 2026

I. NHBP Background

NHBP is the political successor to the Potawatomi of the Huron, whose leaders were treaty signatories to numerous treaties with the United States. The most prominent treaties to which the Band's predecessors were signatories to were the 1821 Treaty of Chicago, pursuant to which the Band ceded most of interest in its territories in Lower Michigan but retained a 4-mile square Reservation (the Nottawaseppi Reserve) which was later expanded to 99 Sections of land under the Treaty of September 19, 1827, and the 1833 Treaty of Chicago (Supplementary Articles dated September 27, 1933).

NHBP were one of several Bands required to remove from Michigan to Reservation lands west of the Mississippi River under the terms of the 1833 Treaty of Chicago. The Band's members were to be forcibly removed by the U.S. Army under the command of General James Brady; however, many extended families escaped or evaded their Army escorts and returned to Calhoun County, Michigan. After receiving a "back-payment" of annuity moneys, Band members acquired two (2) parcels of land totaling 120 acres establishing the Pine Creek Settlement in 1845. The patents for these parcels, issued in 1848, were to be held in trust by the Michigan Governor for the Members of the Band. These lands became known as the Pine Creek Indian Reservation, and that Reservation has served as the governmental and social/cultural center for NHBP from 1845 to the present.

Federal Reaffirmation- Although the Pine Creek Indian Reservation was considered a "state" reservation, the Department of the Interior's Office of Federal Acknowledgement found that NHBP had maintained regular contact and political relations with the Bureau of Indian Affairs and its predecessor agencies. NHBP attempted to reorganize under the Wheeler-Howard Act in 1934, but fell under Commissioner of Indian Affairs John Collier's general decision in 1940 not to further extend Bureau of Indian Affairs (BIA) services to Indians of Michigan's Lower Peninsula due to insufficient appropriations.

NHBP were one of the first Tribes to seek "acknowledgment" under the new Federal Acknowledgment Process established in 1978. On December 21, 1995, the Department of the Interior recognized NHBP as a federally recognized Indian Tribe pursuant to the Federal Acknowledgment Process (60 Fed. Reg. 66315).

NHBP's Health and Human Services Department ("HHSD") Operations- HHSD includes a staff of approximately 65 persons within multiple service units: Administrative, Clinical, Behavioral Health, Dental, Community Health, and Pharmacy. HHSD operations are carried out across its three sites: on the Pine Creek Reservation in Fulton, near downtown Grand Rapids, and inside Firekeepers Casino located in Battle Creek.

HHSD Mission: To serve the Tribal community in accordance with the HHS Code of Ethics by providing and coordinating access to quality, compassionate, culturally based health and human services to promote the overall wellbeing for the next seven generations.

II. Description of Services/Scope of Work

HHSD is partnering with OCHIN to transition from its current Greenway Health (“GWH”) Intergy EHR system to the Epic EHR platform. NHBP is seeking a qualified vendor to provide Project Management services that align with OCHIN’s Epic implementation methodology, governance structure, and timeline.

The selected vendor will serve as NHBP’s dedicated Project Manager, acting as the primary coordination point between NHBP stakeholders and OCHIN throughout the implementation lifecycle. NHBP will be going live with Epic EHR in October 2026.

Anticipated Scope of work:

A. Project Governance and Oversight

1. Serve as NHBP’s Project Manager and primary liaison to OCHIN throughout the Epic implementation.
2. Operate within OCHIN’s established governance structure, escalation pathways, and decision-making framework.
3. Participate in OCHIN-led project governance meetings, status reviews, and milestone checkpoints.
4. Maintain alignment with OCHIN’s integrated master workplan, milestones, and dependencies.

B. Project Planning and Execution

1. Manage NHBP-specific tasks within OCHIN’s Epic implementation plan, ensuring readiness for each phase of the project lifecycle.
2. Coordinate NHBP internal resources, subject matter experts, and leadership participation to meet Epic and OCHIN deliverables.
3. Track risks, issues, assumptions, and dependencies; escalate as appropriate using OCHIN’s defined processes.
4. Ensure adherence to agreed-upon timelines, scope boundaries, and resource commitments.

C. Epic Build, Configuration, and Workflow Alignment

1. Assist with current-state and future-state workflow analysis, including evaluating NHBP workflows against OCHIN-supported Epic standards and supporting the incorporation of approved workflows into the Epic system build.
2. Coordinate NHBP participation in Epic design, build validation, and workflow alignment activities.
3. Support NHBP stakeholders in reviewing and validating Epic configuration decisions to ensure alignment with clinical, operational, and reporting requirements.
4. Facilitate decision-making related to the use of standard Epic workflows versus approved deviations, in accordance with OCHIN governance and NHBP best practices.

D. Data Conversion and Integration

1. Coordinate and support data conversion activities from GWH Intergy to Epic in collaboration with OCHIN.
2. Validate data migration scope, timing, and testing outcomes as defined by OCHIN's conversion strategy.
3. Support integration readiness with existing systems, interfaces, and downstream applications, as applicable.

E. Testing and Go-Live Readiness

1. Coordinate NHBP participation in Epic testing phases, including integrated testing and user acceptance testing ("UAT"), as defined by OCHIN.
2. Track testing progress, defect resolution, and readiness criteria.
3. Support go-live readiness assessments and validation of operational preparedness.

F. Training and Change Management

1. Coordinate NHBP participation in OCHIN-led Epic training programs for clinical, administrative, and operational users.
2. Support local change management activities to promote user adoption and operational readiness.
3. Ensure NHBP staff complete required training and readiness milestones prior to activation.

G. Go-Live and Post-Live Support

1. Support NHBP during Epic activation and go-live, coordinating local resources and escalation pathways.
2. Assist with stabilization activities during the post-go-live period in collaboration with OCHIN.
3. Coordinate issue tracking, resolution, and transition to steady-state operations.

H. Compliance and Security

1. Ensure implementation activities comply with applicable regulatory requirements, including HIPAA and HITECH.
2. Support adherence to OCHIN and Epic security, privacy, and access standards throughout the implementation lifecycle.

I. Epic Implementation Acceptance Criteria

The Epic EHR implementation will be deemed successful upon achievement of the following:

1. Completion of NHBP deliverables in alignment with OCHIN's Epic implementation plan and agreed-upon milestones.
2. Successful Epic activation and transition to operational use.
3. Validation that Epic workflows support NHBP clinical and operational needs within OCHIN standards.
4. Successful data conversion and system integrations, as applicable.
5. Completion of required training and demonstrated user readiness.
6. Compliance with regulatory, security, and privacy requirements.

7. Transition to post-go-live stabilization and steady-state support.

J. Payment Terms

Payment shall be made based on successful completion of agreed-upon project milestones and deliverables, consistent with OCHIN's Epic implementation phases and timelines.

III. Qualifications of Contractor

- A. Contractor must not appear on any federal exclusion or debarment lists pursuant to applicable federal regulations.
- B. Contractor must comply with NHP Sex Offender Registration and Notification Statute. Any registered sex offender employed by the contractor or subcontractors must update their registry with NHP Law Enforcement when working on NHP jurisdictional sites.
- C. Contractor must demonstrate proven experience providing Project Management services for Epic EHR implementations. Experience in the following areas is preferred:
 - 1. Ambulatory Clinics
 - 2. Behavioral Health
 - 3. Community Health
 - 4. Billing and Revenue Cycle
 - 5. Reporting and Analytics
 - 6. Greenway Health Intergy EHR systems
- D. Contractors and project managers who will work on-site or have access to NHP systems or facilities must consent to and successfully complete a background check in accordance with NHP policy.

IV. Insurance Requirements

The Contractor must procure and maintain, at its own expense, the following insurance coverage for the duration of the contract. All insurance must be issued by companies licensed to do business in the State of Michigan.

- A. Workers' Compensation, as required by law, and Employer's Liability Insurance.
- B. Insurance covering all contractor-owned vehicles, equipment, tools, and materials used at the worksite during contract period. NHP shall not be responsible for any loss or damage to the contractor's vehicles, equipment, tools or materials.

- C. Commercial General Liability Insurance (occurrence-based) with limits of not less than \$1,000,000 per occurrence, including coverage for contractual liability, products/completed operations, independent contractors, and broad form coverage.
- D. Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence.
- E. If any required insurance coverage expires during the term of this contract, the Contractor's insurer shall provide renewal certificates and/or policies.
- F. NHBP shall be named as an additional insured on all required policies, and the contractor shall furnish Certificates of Insurance evidencing such coverage.
- G. Certificates of Insurance and renewal documentation must be included in your submission. Please refer to Section V for instructions on submitting responses by mail, hand delivery, or digital/email.

V. Instructions to Firms

Contractors must submit a complete bid response containing the following sections. Incomplete submissions will not be considered.

- A. Introduction
 1. Cover letter acknowledging understanding of the scope and intent of the RFP.
 2. Company profile (please include size of company including number of employees) and primary contact information.
 3. Identification of key staff assigned to the project, including resumes.
 4. Minimum of three (3) references with relevant project experience.
 5. Description of similar projects.
- B. Project Approach
Detailed description of tasks, timelines, deliverables, and identification of any subcontracted work.
- C. Cost Proposal
Total fixed-price cost for services, including a detailed proposed project budget and a not-to-exceed amount. The proposal must clearly identify any tasks to be performed by subcontractors, if applicable.
- D. Preference Documentation
Required certifications for Indian-owned, minority-owned, and/or small business status.
- E. Insurance Certificates
Certificates of Insurance meeting the requirements outlined in Section IV.

The RFP must be submitted and received no later than COB on March 6, 2026.

Mailed and hand-delivered submissions:

NHBP HHSD
Attn: Andrew Straatsma
311 State Street SE
Grand Rapids, MI 49503

Digital submissions:

Jessilyn Dunegan, Health Director, at jessilyn.dunegan@nhbp-nsn.gov and;
Andrew Straatsma, Business Office Manager, at andrew.straatsma@nhbp-nsn.gov

An authorized representative of the firm must complete and sign the statement of qualifications.

Respondent's Responsibility. By submitting a response, a respondent represents that:

1. The respondent has read and understands the RFP in its entirety and the response is made in accordance therewith;
2. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the Tribe;
3. Before submitting a response, each respondent shall make all investigations and inquiries necessary to ascertain conditions or requirements affecting the full performance of the contract and to verify any representations made by the Tribe upon which the respondent will rely. If the respondent receives an award because of its proposal submission, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

Questions or clarifications to this RFP must be made prior to the submission of the statement of qualifications.

VI. Indian Preference and Selection Criteria

This RFP will be awarded in accordance with the NHBP Indian Preference in Contracting Code. Preference respondents will be prioritized consistent with the Code prior to evaluation using the scoring criteria outlined below.

Proposals will be evaluated based on weighted criteria using a sliding scale. Points will be awarded based on the quality and completeness of each proposal, and the maximum point value for any category is not guaranteed.

NHBP reserves the right to award a contract to one or more respondents if deemed in the best interest of NHBP, or to reject any or all proposals. NHBP is not responsible for any costs incurred in the preparation or submission of proposals.

Qualifications and experience of staff dedicated to this project	15
Similar projects, demonstrated experience	15
Method and approach meet NHBP 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
Total Score	100

VII. Terms and Conditions

1. NHBP reserves the right to reject any and all responses and to waive minor irregularities in any RFP.
2. NHBP reserves the right to request clarification of information submitted, and to request additional information from any responder.
3. NHBP reserves the right to award any contract to the next most qualified responder if the successful firm does not execute a contract within 30 days after selection of the firm.
4. The contract resulting from acceptance of a proposal by NHBP shall be in a form supplied by NHBP and shall reflect the specification in this RFP. NHBP reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the Chief Legal Counsel.
5. Governing Law. Any resulting contract shall be governed by the laws of NHBP, except that where there are no applicable substantive laws of NHBP, the contract shall be construed pursuant to the laws of the State of Michigan. The terms of the contract will require the consultant to agree to be fully subject to the law, processes, and jurisdiction of NHBP, including disputes resolved in the Courts of the NHBP.
6. NHBP is an equal opportunity employer and expects the consultant to comply with applicable Federal and NHBP Laws intended to prevent discriminatory practices.
7. Firm’s responding to this RFP acknowledge that they are not presently suspended or debarred from doing business with the Federal Government or administering federal awards.

VIII. Confidential Information

If either party receives information specifically designated by the other party as “confidential” or “business proprietary”, the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to: (1) its employees, (2) those who need to know the content of such information in order to perform services solely or exclusively for purposes of this Agreement, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.