

REQUEST FOR PROPOSAL

September 25, 2026

Requesting Proposals for Recruiting Services

Lenawee Community Mental Health Authority (LCMHA), in Adrian, Michigan is seeking proposals from recruiting firms to assist with filling three vacancies: **Clinical Program Director – Adult MI Services** (LPC, LLP, LMSW), **Clinical Program Supervisor – ACT** (LMSW, LLP), and **Therapist – Children’s** (LLPC, TLLP, LLMSW). The position details and job descriptions can be found here:

<https://lcmha.applicantpool.com/jobs/>

Proposal Deadline: October 9, 2026

Please Include

- Company Profile (Overview, size, and years in business)
- Demonstrated track record of placing licensed mental health professionals
- Recruiting approach and sourcing methods
- Fee structure
- Expected payment terms
- Candidate replacement/guarantee terms
- Estimated timeline to present candidates
- Initial credential and license verification
- Any additional fees or conditions
- References, if available

Proposals Will Be Considered Based On

- Relevant experience (recruitment of hard-to-fill behavioral health positions)
- Cost and fee structure
- Guarantee/replacement terms
- Recruiting approach
- Overall fit with LCMHA’s needs

Please submit proposals by e-mail to **LCMHA Human Resources** by October 9, 2026 by 5:00pm addressed to Holly Owen at howen@lcmha.org.

A confirmation email will be sent upon receipt. If you do not receive confirmation email, your proposal was not received. Proposals received after the above cited date and time will be considered a late proposal and will not be accepted.