

Sources Sought Notice

Leadership Development Program

Title: IHS Leadership Development Program
Agency: Indian Health Service (IHS), Office of Human Resources
Issue Date: **Tuesday, October 7, 2026**
Due Date: **Tuesday, October 14, 2026 no later than 12:00pm EDT**
POCs: Responses must be submitted via email to Natasha.Bitsoi@ihs.gov. Include “SSN- LDP – Your Company Name” in the Subject of the email.

This Sources Sought Notice (SSN) is for market research and planning purposes only and shall not be construed as a solicitation or an obligation or commitment to issue a solicitation by the Indian Health Service (IHS). This SSN is seeking information from specific type of entities listed below to assess their capabilities in fulfilling the requirements set forth in this SSN. The information from this SSN will be used to determine the appropriate set-aside, if any, in accordance with the applicable regulations listed. The Government encourages the identified to respond to this Notice and will be assessed of their capabilities in the following priority:

1. Indian Small Business Economic Enterprise (ISBEE),
2. Indian Economic Enterprise’s (IEE) in accordance with HHSAR 326.603-1.
3. Small business concerns in accordance with FAR Overhaul 19.104.
4. Service-Disabled Veteran-Owned Small Business (SDVOSB) with FAR Overhaul 19.106.

Responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether any ISBEE/IEE or small business set-aside is possible based on the Contracting Officer’s reasonable expectation of obtaining offers from two or more relevant concerns that will be competitive in terms of market price, product quality, and delivery capability. **An organization that is not considered an ISBEE/IEE firm or small business under the applicable NAICS code should NOT submit a response to this notice.** The applicable primary NAICS code for this requirement is **611430 Professional and Management Development Training**. **Generic capability statements are not sufficient and may not be considered when assessing entity capabilities.**

Background

The Indian Health Service (IHS), an agency within the U.S. Department of Health and Human Services, is responsible for providing federal health services to 2.6 million American Indians and Alaska Natives (AI/AN). The mission of IHS is to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level and assure that comprehensive, culturally acceptable personal and public health services are available and accessible to members of the 574 federally recognized Tribes across the United States.

Description of Supplies/Services

The Indian Health Service (IHS), Office of Human Resources is seeking a Contractor to design and deliver a multi-course Leadership Development continuum for their staff titled the “Leadership Readiness Initiative” (LRI). The LRI builds upon courses already developed by adding new offerings and enhancing the current curricula.

Capability Statement/Submission Information

To assist the Government in an expeditious review of your capabilities, the capability statement should be organized as follows:

- Cover page

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- Executive Summary
- Technical Capability / Request for Information
- Past Performance
- Other Information, as applicable

The tailored capability statement should not exceed 15 pages excluding Past Performance information. Font must not be less than 10 point (for readability) and may be submitted in either in either Microsoft Word or Adobe Portable Document Format (PDF) but must be a standard 8-1/2 by 11 inch in paper size. All proprietary information should be marked as such.

Cover Page:

Please provide a cover page to include:

1. Company Name
2. Business Size Status and Socioeconomic Designation(s), as applicable (e.g. ISBEE, IEE, Small Business, 8(a), Woman-Owned Small Business, HUBZone, Service-Disabled Veteran-Owned Small Business, Other Than Small Business)
3. UEI Number
4. Point of contact
5. Primary NAICS Code(s)
6. Existing federal contracting vehicle(s) numbers, as applicable (e.g. GSA MAS number, NITAAC/CIO SP3, etc.)
7. System for Award Management (SAM) registration status. Note, all respondents must be registered on the SAM located at <http://www.sam.gov/> prior to any potential award.

Executive Summary:

Provide a high-level overview of your services and include how it will benefit the Indian Health Service.

Technical Capability / Request for Information:

IHS is seeking sources that are currently qualified, certified and has a developed approach in offering Leadership Readiness Initiative courses to AI/AN tribal organizations and healthcare organizations. See attached draft SOW for more information.

Provide an overview of technical capability to provide the anticipated requirement to include but not limited to:

- The Leading Change Program (GS-12-14), helps leaders learn how to identify and plan for external politics that impact mission, vision, and organization. Learners will gain a better understanding of Congressional and Presidential roles and powers in relation to change in government, applying concepts of innovation to think and act more strategically and collaboratively. They will engage in a group project that emphasizes work teams while building skills in strategic planning and stakeholder management.
- The LEAD (Lead, Engage and Developing Others) Program (GS-12-13), helps team leaders and members understand the importance of team performance, the working dynamics of their team, their own and others' preferences and styles; and allows their engagement in shared experiences with this new knowledge in simulated and practicum situations to anchor the learning and trust, while providing project management skills.

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- The Emerging Leader Program (GS-7-11) emphasizes self-discovery and development. Involvement in such programs at early/entry level is designed to increase retention and employee satisfaction.

Past Performance:

Please provide past performance, references, and information to support a demonstration of your capabilities in the relevant technical areas and magnitude of work within the past three (3) years.

Other Information (Optional):

You may include any other information that may be helpful in developing or finalizing the requirements of the potential acquisition.

Disclaimer and Important Notes

This notice does not obligate the Government to award a contract. Any information provided by industry to the Government as a result of this SSN is strictly voluntary. Responses will not be returned. No entitlements to payment of direct or indirect costs or charges to the Government will arise as a result of contractor submission of responses, or the Government's use of such information or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's capabilities to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. After a review of the responses received, a pre-solicitation synopsis and solicitation may be published on a government GPE. However, responses to this Notice will not be considered adequate responses to any resultant solicitation.

Confidentiality. No classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s).