



THE CANADIAN DENTAL
HYGIENISTS ASSOCIATION
L'ASSOCIATION CANADIENNE
DES HYGIÉNISTES DENTAIRES

Request for Proposal (RFP) for Research Contractor

Position Paper: Radiographs

Issued: April 24, 2024

Deadline for proposals: 12:00pm ET on Friday, May 31, 2024

- Proposals should be emailed to the attention of: Juliana Jackson at jjackson@cdha.ca
- Email subject lines should be labelled as: "RFP Submission - Radiographs"

Purpose of this RFP

The Canadian Dental Hygienists Association (CDHA) is seeking proposals for professional services to carry out the design, research, and writing of a position paper (topic specified on next page).

To submit a proposal, kindly adhere to the requirements outlined herein. Thank you for your interest in this RFP and CDHA. We look forward to hearing from you.

About CDHA

CDHA is a national non-for-profit organization that represents the professional interests of more than 31,000 dental hygienists, directly representing 21,000 members including students. CDHA exists so that its members are able to provide quality preventive and therapeutic oral health care as well as health promotion for the Canadian public.

CDHA provides leadership on critical and emerging issues related to oral health and dental hygiene, through the development of position papers, statements, research papers, clinical practice guidelines, advocacy initiatives, and public awareness programs.

Background

CDHA's existing position papers and statements are available on [CDHA's website](#) (Under Profession). Our latest position paper on aerosol-generating procedures and associated control/mitigation measures is available [here](#).

The scope of this project is the development of a **position paper** which includes a comprehensive systematic review of the literature with specific recommendations and a position statement which is a concise statement supported by research.

CDHA's **position papers undergo peer-review** through its research journal, the *Canadian Journal of Dental Hygiene* (CJDH). [CJDH](#) is published in February, June, and October. For details on how to submit a manuscript to the journal, please refer to the journal's [guidelines for authors](#).

Position topic

CDHA has identified the **need for intraoral radiographs to inform the diagnosis and treatment of periodontal disease** as the next priority topic for advancing evidence-informed dental hygiene practice, dental hygiene education, and oral health care.

Scope of work

The position paper will articulate CDHA's official position on the need for intraoral radiographs to inform the diagnosis and treatment of periodontal disease.

The position paper will consist of and reflect:

- Analysis and synthesis of the available evidence/literature, including case studies, identification of good practices, and the associated analysis.
- Recommendations to inform dental hygiene practice, including dental hygiene education and dental hygiene practice standards.
- Information targeted to the following audiences:
 - Practising dental hygienists
 - Dental hygiene program directors and educators
 - Dental hygiene regulators

Deliverables

Project management	<ul style="list-style-type: none">• Work plan and schedule for the completion of all deliverables.• Progress updates throughout the project.• Meetings with project steering committee.
Research methodology and literature search/analysis	<ul style="list-style-type: none">• Formulation of the research question(s) to guide the literature search strategy, execute the search, review the literature, and assess the evidence.• Draft and final literature review/analysis of available research to support the position paper.
Position paper development	<ul style="list-style-type: none">• Research question(s) developed in consultation with the steering committee.• Draft and final position paper in consultation with the steering committee.• Manuscript submission to the <i>Canadian Journal of Dental Hygiene (CJDH)</i>

Project reporting and oversight

The project will be overseen by CDHA's director of dental hygiene practice.

The contractor will engage with CDHA's steering committee for the position paper (described below). CDHA will provide administrative support for arranging meetings of the steering committee.

CDHA steering committee

- A volunteer steering committee is formed for the position paper. Membership is typically composed of 5-7 CDHA members selected based on subject matter and/or research expertise. The committee may include 1-2 contributors who are not CDHA members/dental hygienists with specific expertise.
- The committee is responsible for guiding the scoping of the literature review and validating the development of the position paper with their collective expertise, advice, and guidance to this project.
- Meetings will be held virtually using the Zoom or Teams platform.

Projected timelines/activities

All services and final deliverables must be completed on or before **March 31, 2025**, within the general schedule outlined below. CDHA may accommodate some adjustments in consultation with the successful contractor.

July 2024	<ul style="list-style-type: none">• Steering committee membership confirmed (external dependency for subsequent tasks)
September 2024	<ul style="list-style-type: none">• Steering committee meeting 1• Literature search and analysis
November 2024	<ul style="list-style-type: none">• Steering committee meeting 2• Drafting and review
January 2025	<ul style="list-style-type: none">• Steering committee meeting 3• Finalization• Steering committee meeting 4 (if needed)
March 31, 2025	<ul style="list-style-type: none">• Contractor's manuscript submission to the <i>Canadian Journal of Dental Hygiene (CJDH)</i>
Subject to CJDH review process and outcome	<ul style="list-style-type: none">• Endorsement by the CDHA Board of Directors following acceptance from CJDH• Publication in CJDH

RFP evaluation and requirements

Proposals will be evaluated and selected in accordance with the entire requirement of this RFP. The evaluation process is designed to award the contract resulting from this RFP not necessarily to the respondent offering the lowest cost, but rather to the respondent deemed by CDHA to be responsive and responsible who offers the best combination of attributes based upon the evaluation criteria.

The successful contractor(s) will be selected based on:

- Substantial qualifications and experience
- Knowledge, expertise and/or experience with interpreting and critically appraising research evidence
- Preferred minimum of master's degree in related field or discipline.
- Previous experience developing position statements or papers considered an asset.
- Professional fees.

In addition to the essential expertise outlined above, preference will be given to contractor(s) with:

- Proven knowledge and experience of dental radiology and radiation protection.

CDHA may in its discretion, consider other criteria as relevant during the evaluation process.

The selected contractor must sign a contract drawn up by CDHA pursuant to this RFP.

To submit a proposal

Provide the following information (in English) within a maximum of 10 pages.
Proposals are due no later than 12:00pm ET on May 31, 2024.

1. Contractor information (attach a curriculum vitae)

- Individual or firm, including names of key people who will be involved in the performance of services pursuant to this RFP and a description of the proposed project team duty positions.
- General qualifications and experience to deliver the services and complete the deliverables sought under this RFP to a successful outcome.
- Narrative that illustrates the respondent's understanding of CDHA's requirements and project schedule.

2. Technical approach/plan

- Proposed approach and methodology for completing the scope of services, accomplishing required objectives, and meeting CDHA's project schedule.
- Timelines, associated milestones, and quality controls.

3. References

- Examples of past research work/publications.
- Minimum of two recent references from individuals/organizations for work similar to the services sought under this RFP and which represents at least one project linked to oral health.

4. Cost proposal

- Breakdown of all professional cost and anticipated expenses for services defined in the RFP.
- Any applicable payment terms and conditions.
- Amounts must be in Canadian currency and before taxes.

*Proposals should be in the form of one single PDF file attached to the email.
CDHA will not pay any costs associated with the preparation, submittal, or presentation of any portion of this proposal.*

CDHA reserves the right to conduct clarifications or negotiations with one or more respondents.

We aim to select the contractor(s) in June 2024.