



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

## REQUEST FOR PROPOSAL (RFP) FOR RESEARCH SERVICE PROVIDER

<b>ISSUE DATE</b>	May 26, 2026
<b>DELIVERABLE</b>	Scoping review
<b>TOPIC</b>	The value and impact of oral health education/health promotion on improved patient/client outcomes
<b>PROPOSAL DEADLINE</b>	<b>July 14, 2026, 4:00 pm ET</b>
<b>HOW TO SUBMIT / QUESTIONS</b>	<p><b>Proposals should be emailed to Juliana Jackson at <a href="mailto:jjackson@cdha.ca">jjackson@cdha.ca</a>.</b> An acknowledgement email will be sent to all submissions upon receipt. The email subject line should be labelled as: "RFP Submission - Oral Health Education/Health Promotion". Complete submission instructions are provided on page 7.</p> <p>Thank you for your interest in this RFP. CDHA looks forward to receiving and reviewing submissions.</p>

## About CDHA

The Canadian Dental Hygienists Association (CDHA) is a national not-for-profit organization that represents the professional interests of more than 35,000 dental hygienists, directly representing 24,000 individual members, including students.

CDHA exists so that its members can provide quality preventive and therapeutic oral health care, as well as health promotion, for all persons living in Canada.

## Purpose of this RFP

CDHA invites proposals to undertake the design, execution and reporting of a scoping review of the available evidence/literature on **the value and impact of oral health education/health promotion on improved patient/client outcomes**.

Building on the recent momentum of public dental programs in Canada, CDHA aims to advance the recognition and integration of oral health education and health promotion to achieve improved patient/client outcomes. This work relies on rigorous, high-quality evidence synthesis to support improved outcomes and expand the impact of dental hygiene services for people across Canada.

## CDHA position papers and statements

CDHA advances critical and emerging issues related to oral health and dental hygiene through the development of position papers and statements, advocacy efforts, and other initiatives.

Our most recent evidence publications include:

- [Intraoral radiographs for the diagnosis, treatment, and follow-up of periodontal disease: Position paper from CDHA](#)
- [Aerosol-generating procedures and associated control/mitigation measures: Position paper from CDHA and the American Dental Hygienists' Association](#)
- [Evolving evidence for relationships between periodontitis and systemic diseases: Position paper from CDHA](#)

The complete list of CDHA's existing position papers and statements is available on [CDHA's website](#).

A key distinction between a scoping review leading to a position statement and CDHA's position paper is that the latter is expected to undergo peer review and publication in CDHA's research journal, the *Canadian Journal of Dental Hygiene* (CJDH). Learn more about [CJDH](#) and [its guidelines for authors](#). Authors of the scoping review may wish to present their work for publication, but it is not an expectation.

## Scope of work

The focus of this project is to develop a scoping review that comprehensively explores and evaluates the breadth, depth, and types of evidence related to the value and impact of oral health education/health promotion on improved patient/client outcomes. It will synthesize the best available evidence to inform dental hygiene practice and public policy/programs, and to provide direction for future research priorities and investigations.

The project includes the following elements:

- **Comprehensive synthesis of evidence** – summarize key findings, identify evidence gaps, and highlight implications for practice, policy, and future research (including any relevant case studies and examples of good practice)
- **Methodology** – document the literature search strategy, screening process, and thematic synthesis
- **Actionable recommendations** – provide recommendations to inform future research priorities, dental hygiene practice, education, practice standards, public policy development/program design
- **Project management** – overall project management, including coordination, progress tracking, presenting to and leading discussions on deliverable progress and direction with the steering committee, and regular updates with CHDA’s project manager throughout the engagement

The target audience includes, but is not limited to:

- dental hygienists
- dental hygiene program directors and educators
- dental hygiene regulators
- public dental/oral health programs and governments
- health system stakeholders (other health professionals/providers, provider organizations)

The above scope of work will result in the following deliverables/outputs:

<b>Scoping review methodology and literature</b>	<ul style="list-style-type: none"><li>• Consultation with steering committee on proposed approach (search strategy, methodological framework, and other key aspects)</li><li>• Formulation of the research question and objectives to guide the search strategy</li><li>• Inclusion/exclusion criteria</li><li>• Databases and grey literature sources (listing and search methods)</li></ul>
<b>Summary of key findings</b>	<ul style="list-style-type: none"><li>• Search, assess, and synthesize the existing evidence</li><li>• Summary tables</li></ul>

	<ul style="list-style-type: none"> <li>• Draft and final summary of key findings and evidence gaps, including implications for dental hygiene practice, public policy/program design, and future research priorities</li> <li>• Not required by CDHA: Manuscript submission to CJDH</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Final report with introduction, rationale, methods, results, discussion, gaps, clinical recommendations, recommendations for future research, and conclusion, including a position statement.</li> <li>• Slide deck or presentation materials for dissemination.</li> <li>• Webinar (live or pre-recorded) of a maximum of 1 hour for CDHA members hosted that will be hosted on CDHA's website.</li> </ul>

Notes:

1. The position statement is subject to endorsement by CDHA's Board.
2. The full scoping review report will be published in English and French on cdha.ca.
3. The production (copy editing, translation, design) will be handled by CDHA.
4. As work commissioned by CDHA, the service provider may be acknowledged as the author of the work; however, CDHA will own all deliverables and associated rights.

## Project reporting and oversight

The project will be overseen and supported by the following roles:

<b>Steering committee (Volunteers)</b>	<p><b>Membership to be sought/confirmed</b></p> <ul style="list-style-type: none"> <li>• Typically composed of 5-7 CDHA members selected based on subject matter and/or research expertise</li> <li>• May additionally include 1-2 non-CDHA member/dental hygienist contributors with specific matter expertise</li> <li>• Provides collective expertise, advice, and guidance on project methodology and deliverables</li> <li>• Convenes at key milestones to engage with the research team, review drafts and advise on next steps</li> <li>• Meetings will be held virtually via Zoom or Microsoft Teams</li> </ul>
<b>Leadership sponsor</b>	<p><b>CDHA's director of dental hygiene practice</b></p> <ul style="list-style-type: none"> <li>• Provides overall guidance, strategic direction, and final CDHA approvals for project deliverables</li> <li>• Supports the project team with input and review</li> </ul>

<b>Project manager</b>	<b>CDHA's manager of policy, research, and government relations</b> <ul style="list-style-type: none"> <li>• Primary contact for the research service provider</li> <li>• Manages timelines, coordinates internal resources, and ensures deliverables are on track</li> <li>• Supports the project team with input and review</li> </ul>
<b>Administrative support</b>	<b>CDHA's dental hygiene practice administrative coordinator</b> <ul style="list-style-type: none"> <li>• Supports scheduling, document management, and overall support to project activities</li> </ul>

## Estimated project timeline

All services and final deliverables must be completed on or before **April 30, 2027**, within the project term outlined below. CDHA may accommodate reasonable adjustments in consultation with the successful service provider.

Considerations:

1. Between formal steering committee meetings, the research team may engage the committee via email to provide updates, request feedback, or review materials as appropriate.
2. Booking meetings will consider the availability of committee members, research team, and CDHA staff across different time zones and professional responsibilities (e.g., clinical, teaching, administrative) to facilitate full participation.

<b>July 2026</b> or sooner	<ul style="list-style-type: none"> <li>• Prerequisite: Confirmation of steering committee membership (relies on submissions received)</li> </ul>
<b>August 2026</b> (subject to summer availability)	<ul style="list-style-type: none"> <li>• Steering committee meeting 1</li> <li>• Proposed approach</li> <li>• Initial literature search and analysis</li> </ul>
<b>November 2026</b>	<ul style="list-style-type: none"> <li>• Steering committee meeting 2</li> <li>• Drafting and review</li> </ul>
<b>February 2027</b> (or sooner)	<ul style="list-style-type: none"> <li>• Steering committee meeting 3</li> <li>• Finalization</li> <li>• Steering committee meeting 4 (if deemed necessary)</li> </ul>
<b>April 2027</b>	<ul style="list-style-type: none"> <li>• Endorsement by CDHA board of directors</li> </ul>
<b>Spring 2027 TBD</b>	<ul style="list-style-type: none"> <li>• Webinar for CDHA members, subject to the service provider's availability</li> </ul>

## Service provider requirements

The successful service provider and their team will be selected based on:

- Overall qualifications and experience
- Prior experience with scoping or systematic reviews using established methodological frameworks and critically appraising research evidence
- Clinical and/or education expertise in dental hygiene is desirable (or meaningful access to such expertise through collaborators/advisors on the research team)
- Preferred minimum of a master's degree in a related field or discipline
- Previous experience developing position statements or papers is considered an asset
- Professional fees inclusive of all deliverables

## RFP evaluation and requirements

Proposals will be evaluated and selected in accordance with the entire requirements of this RFP. The service agreement will be awarded to the submission that meets the RFP requirements, demonstrates the ability to successfully perform the work, and offers the best overall combination of attributes, rather than solely on the lowest cost or budget.

The following criteria will guide the evaluation and award decision:

- Understanding of the project goals, scope, and context
- Feasibility and effectiveness of the proposed methodology and approach
- Relevant qualifications, expertise, and experience
- Budget appropriateness and overall value for money
- Ability to deliver the project within the proposed timeline and term
- Clarity, completeness and overall quality of the proposal submission

CDHA may, in its discretion, consider other relevant criteria during the evaluation process. The selected service provider must sign a contract drawn up by CDHA pursuant to this RFP.

# Submission instructions

Proposals should include the following components and be limited to no more than 10 pages, using 11- or 12-point font. Proposals should be submitted in English as a single PDF file attached to the email.

All costs incurred in the preparation, submission, or presentation of proposals received shall be the sole responsibility of the submitter.

**Proposals are due no later than 4:00 pm ET on July 14, 2026, by email to Juliana Jackson at [jjackson@cdha.ca](mailto:jjackson@cdha.ca).** An acknowledgement email will be sent to all submissions upon receipt. The email subject line should be labelled as: "RFP Submission - Oral Health Education/Health Promotion".

The selection of the service provider is anticipated by late July 2026.

## 1. Contractor information

- Individual or firm, including names of the project lead and team members/collaborators 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
- Project lead's curriculum vitae (excluded from page limit)

## 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

- Samples of past research work and publications (excluded from page limit)
- Minimum of two recent references from individuals/organizations for work similar to the services sought under this RFP, and which represent at least one project linked to oral health or dental hygiene services (excluded from page limit)

## 4. Cost/budget proposal

- Detailed budget aligned with the deliverables/work plan for all professional costs and anticipated expenses for services defined in the RFP
- Any applicable payment terms and conditions
- Amounts must be in Canadian currency and before taxes; the service provider is responsible for remitting all applicable taxes and is required to include their tax registration number on their invoices, if applicable

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

For any questions or clarification regarding the terms and conditions of the request for proposal, please email Juliana Jackson, manager of policy, research, and government relations, at [jjackson@cdha.ca](mailto:jjackson@cdha.ca).