



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

**Request for Proposal (RFP) for Research Consultant  
RE: New Position Paper on Aerosol-Generating Procedures**

**Issued: December 15, 2021**

**Deadline for proposals: 12:00pm ET on January 31, 2022**

Proposals should be sent electronically to the attention of:  
Juliana Jackson  
CDHA Manager, Policy, Research and Government Relations  
Email: [jjackson@cdha.ca](mailto:jjackson@cdha.ca)

Please put "RFP Submission - AGPs" in the subject line.

## **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 on aerosol-generating procedures and associated control/mitigation measures to inform dental hygiene practice.

If you are interested in submitting for this RFP, kindly follow the proposal requirements outlined on the last page.

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## **1. Background**

CDHA is a national non-for-profit organization that represents the professional interests of more than 30,000 dental hygienists, directly representing 20,000 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.

Considering the impact of the COVID-19 pandemic among Canadian dental hygienists on oral health delivery and infection control practices, CDHA identified **aerosol-generating procedures (AGPs)** as a priority for supporting evidence-based oral health, dental hygiene practice and dental hygiene education.

### **Related information to guide submitters**

- CDHA's existing position papers and statements are available on [CDHA's website](#) (Under Profession).
- 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](#).

## 2. Scope of work and deliverables

The position paper will articulate CDHA's official position on AGPs and associated control/mitigation measures.

The position paper must 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, dental hygiene education, and policies/procedures in relation to control and mitigation measures to employ in dental hygiene practice.
- Information targeted to the following audiences:
  - Practising dental hygienists
  - Infection prevention and control policy-makers in dental hygiene
  - Dental hygiene faculty members responsible for curriculum quality improvement

### Deliverables

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

### 3. Project reporting and oversight

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

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

#### **CDHA steering committee**

- A volunteer steering committee is formed for the position paper. Membership is typically composed of five 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.
- 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 by videoconference.

### 4. Expected timelines/activities

All services and final deliverables must be completed on or before **June 15, 2022**, within the general schedule outlined below. CDHA may accommodate some adjustments in consultation with the successful contractor.

<b>February 2022</b>	<ul style="list-style-type: none"><li>• Steering committee membership confirmed</li><li>• Steering committee meeting 1</li></ul>
<b>March-April 2022</b>	<ul style="list-style-type: none"><li>• Literature search and analysis</li><li>• Steering committee meeting 2</li></ul>
<b>May 2022</b>	<ul style="list-style-type: none"><li>• Drafting and finalization</li><li>• Steering committee meeting 3 (assess if a 4<sup>th</sup> is needed)</li></ul>
<b>June 15, 2022</b>	<ul style="list-style-type: none"><li>• Contractor’s manuscript submission to the <i>Canadian Journal of Dental Hygiene (CJDH)</i></li></ul>
<b>Subject to CJDH review process and outcome</b>	<ul style="list-style-type: none"><li>• Endorsement by the CDHA Board of Directors following acceptance from CJDH</li></ul>

## **5. RFP evaluation and requirements**

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

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

Proposals will be evaluated and selected in accordance with the entire requirement of this RFP. In its discretion, CDHA may consider other criteria as relevant during the evaluation process.

**To submit a proposal, provide the following information.  
Proposals are due no later than 12:00pm ET on January 31, 2022.**

### **a. Consultant(s) information (attach a curriculum vitae)**

Indicate name(s) of consultant and/or team. Provide a brief overview of your qualifications, background, and previous experience to complete the scope of work and deliverables to a successful outcome. Outline how long you have been doing work of similar scope and/or the type of consulting contracts/projects you have been previously involved with. Provide your understanding of the project as it related to informing dental hygiene practice on AGPs and mitigation measures.

### **b. Resources and references**

Provide two samples of published research work. Provide a minimum of two references, including at least one from a health care/dental hygiene related project/paper.

### **c. Pricing**

Provide a breakdown of all quoted professional fees/costs and anticipated expenses before taxes.

### **d. Methodology**

Provide a proposed approach and methodology that will be applied to the literature review/analysis and development of the position paper.

### **e. Workplan/schedule**

Propose a detailed workplan, timelines, associated milestones, and quality controls for meeting the objectives and requirements for this project.

*Please provide the proposal and any supporting documents as single PDF file.*