



## **REQUEST FOR PROPOSALS**

### **Summary of the Current Scientific and Social Evidence and Key Statements on the Association of Oral and General Systemic Health**

**Promotion of Care Task Force, Canadian Dental Association**

**RFP Issued: February 5, 2020**

**Submission Deadline: March 13, 2020**

**Bidders' video conference call #1: February 12, 2020**

**Bidders' video conference call #2: March 4, 2020**

**REQUEST FOR PROPOSALS**  
**Summary of the Current Scientific and Social Evidence and Key Statements**  
**on the Association of Oral and General Systemic Health**

**BACKGROUND**

As part of its Future of the Profession initiative, the Canadian Dental Association (CDA) has established a Promotion of Care Task Force (Task Force). The mandate of the Task Force is to develop a succinct understanding of the connection between oral and systemic health and the nature of that connection as specified by the following statement:

***The Canadian Dental Profession should promote the intrinsic importance of oral health and systemic health. It is the responsibility of the dentist to lead the interdisciplinary teams in the collaborate management of oral diseases and conditions.***

It is also important to identify the scientific and psychosocial evidence that will guide and support Canadian dentists in their clinical practice.

In order to proceed, a clear definition of what constitutes good oral health was determined, and as such, the CDA has adopted the Federation Dentaire Internationale's (FDI or World Dental Federation) definition of Oral Health to guide discussions with stakeholders.

***Oral health is multi-faceted and includes the ability to speak, smile, smell, taste, touch, chew, swallow and convey a range of emotions through facial expressions with confidence and without pain, discomfort and disease of the craniofacial complex.***

***Further attributes related to the definition state that oral health:***

- ***is a fundamental component of health and physical and mental well-being. It exists along a continuum influenced by the values and attitudes of individuals and communities;***
- ***reflects the physiological, social and psychological attributes that are essential to the quality of life; and***
- ***is influenced by the individual's changing experiences, perceptions, expectations and ability to adapt to circumstances.***

Additional information and background related to the definition can be found at:

[https://www.fdiworlddental.org/sites/default/files/media/images/oral\\_health\\_definition-exec\\_summary-en.pdf](https://www.fdiworlddental.org/sites/default/files/media/images/oral_health_definition-exec_summary-en.pdf)

The Task Force has done a preliminary scan of the growing body of research and literature related to the complex relationship between oral and systemic health. Applicants considering contracting for this CDA project will have access to this preliminary literature by contacting the CDA contact indicated in the request for proposals (RFP).

**OBJECTIVES**

The objective of this project is to provide CDA with a succinct review of the evidence-based research addressing the relationship between oral and systemic health (the "Research Project"). The information can then be utilized within the profession as well as in communication between the profession and the public in promoting the importance of maintaining their oral health as part of their regimen of maintaining overall health. It is imperative not to overstate the strength of the relationships or imply any potential causation and/or associations for which there is no current evidence.

In summary, the Task Force aims to achieve the following objectives:

1. Develop an evidence-based body of knowledge on the overall relationship between oral and systemic health and the link between oral health and specific medical/overall health condition(s) that will benefit the dental profession.
2. Develop and disseminate communication tools that help dentists and the general public to understand the nature of the relationship between oral and general systemic health and the benefits associated with good oral care.
3. Provide the CDA Board of Directors and the CDA Corporate Members (provincial dental associations) with a succinct summary of the evidence derived from the review of the literature related to the relationship(s) between oral and systemic health.

### **PURPOSE OF THE RESEARCH PROJECT**

The purpose of the project is to define the nature of the relationship between oral and systemic health. Namely, what are the systemic conditions/diseases that can impact oral health? And in turn, what are the oral health factors that have an impact on systemic conditions/diseases?

The desired outcomes of the work are:

1. A robust and credible review of the current literature on the relationship between oral and systemic health.
2. Reliable and evidence-based key statements that define the nature of the relationship between oral and systemic health and which can be confidently communicated to Canadian dentists and the general public.

The project must be supported by a well-designed and sound literature search and systematic review methodology.

### **STATEMENT OF WORK (SOW)**

This is a unique and challenging project. CDA is seeking submissions of innovative proposals that achieve the objectives of the Promotion of Care Task Force that will support the Canadian dental profession.

Applicants can propose additional literature search time be included as part of the project where it is demonstrated that this will ensure that the most up to date and relevant research is included.

### **ELIGIBILITY**

1. Individuals interested in responding to this RFP can be private individuals or members of groups or research institutions.
2. Applicants must be able to conduct research and complete a research report with findings and a succinct summary for communication purposes.
3. Preference will be given to Canadian applicants and applicants from Canadian groups and/or institutions.
4. Students may not lead the project but may be encouraged to participate in the project.

## APPLICATION REQUIREMENTS

Applicants must provide the following:

1. A research proposal that includes a recommended approach to the project that includes details on the scope (e.g. environmental scan versus systematic review) and the proposed methodological and/or analytical approaches (maximum 5 pages);
2. A list of applicants which identifies the project lead (principal applicant) and a brief description of the contribution of each team member (maximum 2 pages);
3. Bio sketches and curriculum vitae for all applicants outlining relevant experience and history of similar work or projects (maximum 4 pages for each applicant);
4. A proposed budget providing the fixed total price for the project, including a breakdown of that price as it relates to the timeline/milestones of proposed deliverables. (maximum 2 pages);
5. Timeline for deliverables with proposed milestones, communication of key milestones identified in the project with a proposed completion date no later than **Friday, September 25, 2020**. The milestones should include an interim report, describing the progress of the project. Failure to produce the interim report or show adequate progress of the project will result in the cancellation of the contract and/or withholding of funds. (maximum 1 page);
6. A statement of ethics that shows commitment to secure the required ethics approvals and to meet the indicated deadline (maximum 1 page);
7. Applicants are expected to identify any and all potential matters relating to conflict of interest (maximum 1 page);
8. Applicants may append any other documents they deem relevant. These may or may not be used in the evaluation of proposals.
9. Applicants should demonstrate that they meet the minimum qualifications to undertake the project. Applicants should also include a brief description of their group, institution, or organization.
10. Proposals must be submitted either in MSWord or PDF formats. A single document is preferred.

## SELECTION CRITERIA

The following evaluation criteria will be used in the selection of a consultant for this project.

1. Scientific excellence in methodology and relevance to the objectives of this project - 30%
2. Innovation in the proposed research approach - 20%
3. Qualification and experience of researcher(s) in similar work - 20%
4. Feasibility and the quality of the resources available to applicants - 20%
5. Adequacy of budget and resource allocation - 10%

The CDA, at its sole discretion, reserves the right to:

- Reject any or all proposals and discontinue this RFP process without obligation or liability to any potential consultant.
- Accept other than the lowest cost proposal.
- Award a contract based on initial proposals received, without discussions or requests for best and final proposals.

## INTELLECTUAL PROPERTY

All intellectual property derived as part of this contract will be the property of the CDA. CDA will consider requests to permit independent publication of intellectual property by Canadian academics that are derived from the completion of the contract with the successful proponent.

## EXECUTION OF AGREEMENT WITH CDA

It will be a condition of the acceptance of an individual, group or institute's proposal that he/she/it execute an agreement with CDA that confirms the provisions herein and other topics such as services and responsibilities, term and termination, fees and invoicing, expenses, indemnification, non-disclosure, ownership of work, intellectual property, waiver of moral rights, and legal jurisdiction. CDA may adjust the content of the agreement as needed based on the accepted proposal.

## DELIVERABLES

1. Individuals, groups, or institutions awarded the project must provide a final report within the timelines identified in the proposal and by not later than **Friday, September 25, 2020**.
2. An interim report, describing the progress of the project must be provided and included in the proposed timelines. Failure to produce the interim report or show adequate progress of the project will result in the in cancellation of the contract and/or withholding of funds.
3. All original documentation, reports, raw data, etc., gathered during the analysis must be submitted to CDA at the end of the project.

## SUBMISSION AND DECISION TIMELINE

Proposals must be received by **midnight Eastern Time on Friday, March 13, 2020**. Proposals may be submitted in person, by mail or electronically to:

Promotion of Care Task Force  
c/o Ms. Monique Bouchard  
Coordinator, Dental Academia and Health Informatics  
Canadian Dental Association  
1815 Alta Vista Drive  
Ottawa, ON K1G 3Y6  
[mbouchard@cda-adc.ca](mailto:mbouchard@cda-adc.ca)

Please note the office closes at 4:00 p.m.

CDA will conduct a bidders' call via video conference on **Wednesday, February 12, 2020** (5 working days after the RFP is issued) to answer any questions or provide clarifications. A follow-up call will be held on **Wednesday, March 4, 2020** (7 working days before submissions are due). Instructions regarding the video conference will be sent by email to the principal applicant identified on the submission or can be obtained by contacting the Task Force staff member at the email address found on page 6 of this document.

Proposals will be evaluated by a formal review process of the Promotion of Care Task Force based on the selection criteria outlined above. We expect the Task Force to complete this process by **April 15, 2020** but this may change depending on the number and complexity of the submissions. The decisions of the Task Force will be communicated by telephone or by email to the principal applicants identified on the submissions.

## QUESTIONS

Please address questions regarding this Request for Proposals no later than **Tuesday, March 3, 2020** (8 working days before submissions are due) to:

Promotion of Care Task Force  
c/o Ms. Monique Bouchard  
Coordinator, Dental Academia and Health Informatics  
Canadian Dental Association  
[mbouchard@cda-adc.ca](mailto:mbouchard@cda-adc.ca)

All questions submitted by email will be addressed during the subsequent bidders' call.