Request for Proposals:
Curriculum Development for a Continuing Education Program for Dental Professionals
St. Bernard Hospital Dental Center
Date of Release: January 31, 2014
RESPONSE DATE: March 31, 2014

INTRODUCTION: This Request for Proposals (RFP), issued by St. Bernard Hospital Dental Center, seeks applications to develop a curriculum for a continuing education program for dental professionals.

To advance the ability of dentists, affiliated oral health care professionals, and dental students to work with special needs patients in the clinical setting, St. Bernard Hospital Dental Center intends to award a Curriculum Development Grant to support the design and implementation of curricula, lesson plans, and any related materials. Individuals or agencies with curriculum development experience are welcome to respond to this RFP, but preference goes to those with curriculum development experience in medical and/or dental care settings. Schools, colleges, universities, not-for-profits, and individuals are all eligible to apply. Applicants should have the qualifications, experience, competency and ability to provide programmatic, fiscal and administrative oversight of the proposed project. St. Bernard Hospital Dental Center anticipates awarding one grant of $10,000 over a six-month period.

APPLICATION DEADLINE: Interested applicants must prepare and submit all required documents no later than 5:00 p.m. (CST) on March 31, 2014. Applicants should email a cover sheet, proposal and attachments before the deadline to vsinghal@stbh.org. Alternatively, applicants can mail hard copy of cover sheet, proposal and attachments, to arrive before deadline to:

    Dr. Vipul Singhal, Director
    St. Bernard Hospital Dental Center
    326 West 64th Street
    Chicago, IL 60621
    Attn: Response to RFP

No faxes accepted. Late proposals will not be reviewed. Questions about proposal submission should be sent at least three days in advance of deadline to vsinghal@stbh.org.

BACKGROUND: Located in Englewood, one of the poorest communities on Chicago's South Side, the St. Bernard Hospital Dental Center opened its doors in 2007. Located in St. Bernard Hospital, the Dental Center provides comprehensive, on-going oral health care to more than 5,000 low-income patients each year. Approximately 88% of the Dental Center patients are children; almost all of them receive Medicaid insurance coverage. However, without the Dental Center, most of these patients would go without oral health care. Few dental providers accept Medicaid because reimbursement rates are low, covering less than 50% of costs.

In 2009, the Dental Center launched a Special Needs Clinic to address the shortage of dental professionals trained to provide care for patients with special needs—including those with severe medical conditions, intellectual disabilities, autism, cerebral palsy, and behavioral problems.

The Special Needs Clinic treats approximately 300 patients with special needs each year, including approximately 100 in the hospital’s operating rooms. While the Special Needs Clinic is an important step in improving oral health care for vulnerable children on Chicago’s South Side, many other children with special needs in Chicago and around the nation lack dental care.
Among children with special health care needs, oral health care is the most prevalent unmet health care service.

The St. Bernard Hospital Dental Center wishes to increase the number of dental professionals trained to care for children with special needs. The Dental Center will implement a Continuing Education Program to begin in 2014. The goals of the Continuing Education Program are:

1. Train dentists, affiliated health care professionals, dental assistants and dental students to treat patients with special needs;
2. Train oral health care professionals to access, utilize, and coordinate dental patient care with hospitals;
3. Raise awareness of oral health care needs for special needs patients.

The Dental Center seeks to award a Curriculum Development Grant to a consultant/agency. The grantee will work with the Dental Center director in developing a curriculum for the Continuing Education Program. Once designed, the two-day program will take place at the St. Bernard Hospital Dental Center approximately four times each year. Up to ten dental professionals will receive training during each session.

**HOW TO APPLY:** To provide a response to this RFP, applicants should submit a proposal to the Dental Center no later than 5 p.m. on March 31, 2014. The proposal must include the documents listed below:

1. Cover Sheet (with lead applicant's biographical information: name, title, degrees, professional affiliation, address, phone, email).
2. Proposal Narrative – 10 pages maximum, double-spaced, 12-point font. Narrative should include:
   a. *Background, education, work experience* of lead applicant; a brief description of most recent accomplishments; (max 1 page).
   b. *Experience in curriculum development*; please demonstrate capacity to implement this project, to work with Dental Center director and staff, to oversee any administrative activities related to implementing curriculum. Include previous experience working with similar projects/partners (max 1 page).
   c. A *description of the curriculum* that will be designed and implemented for the Dental Center. For the purposes of this RFP, please anticipate that each Continuing Education Program will consist of a two-day seminar. Each two-day seminar should include:
      (i) *Classroom training,* with an overview of clinical and oral findings for different special-needs conditions; a description of drugs commonly used for different conditions and their impact on oral health; behavior management, patient/caregiver education techniques; sedation and anesthesia techniques, clinical management and regulatory and administrative requirements;
      (ii) *Observation,* including operating room procedures and clinic procedures at St. Bernard Hospital Dental Center;
(iii) Care Coordination, helping dental providers identify and build relationships with hospitals; providing instruction on how to work efficiently with hospital administrators, operatory staff, and anesthesiology personnel;

(iii) Participatory Learning, i.e. treatment planning exercises.

(Maximum of 6 pages for curriculum description)

d. List of deliverables. The grantee is required to deliver a final product that includes:

(i) List of competencies to be attained by training program attendees;
(ii) Curriculum for the training session;
(iii) Syllabus (hourly break-down for each day) with course objectives, learning objectives and associated competencies to be acquired by the learner;
(iv) Pre and post-tests for each two-day training program;
(v) Presentation materials;
(vi) Teacher's guide with instructional strategies;
(vii) Learner assessment strategies;
(viii) Evaluation tools (for participants to evaluate program and training faculty).

(max 1 page for list of deliverables)

3. Resume or Curriculum Vitae for lead applicant and key staff that will work on this project, including titles, each person's responsibility and expertise.

4. Proposed annual budget and budget narrative. Applicants must submit a project budget for the time period of June 1 – November 30, 2014. Budget narratives should be included in a separate document and should explain each of the line items contained in the project budget.

5. Previous Clients/References (at least two).

6. Letters of Intent for project partners, if applicable.

The successful applicant will comply with the outline above. Applicants should plan to have the curriculum operational within three months of acceptance of proposal (i.e., by August 31, 2014), and should be available to help pilot test, then implement two training sessions during the last three months of the grant cycle (i.e., September-November 2014).

FUNDING AWARD INFORMATION: Grants will be awarded by April 30, 2014.

Funding of $10,000 is available for one award during the project cycle, June 1 – November 30, 2014.

Budget Period Length: 6 months
Project Period Length: 6 months

OWNERSHIP OF MATERIALS: The term “Intellectual Property” means any and all intellectual property, including all rights in and to all ideas, designs, concepts, techniques, inventions, software, documentation, discoveries, reports, designs, specifications, works of authorship, data technologies, processes, methodologies, data or improvements, and print and audio-visual materials, such as design, photographs, layouts, artwork, whether or not patentable or copyrighted.
All Intellectual Property and other original materials developed, produced, conceived or authored by the grantee (and grantee's agents or subcontractors) pursuant to this RFP, and any and all modifications, whether in finished or incomplete form, shall belong exclusively to St. Bernard Hospital Dental Center at all times. The parties intend that all Materials be considered as work-for-hire under applicable law.

APPLICATION REVIEW CRITERIA: The proposal will be evaluated by Dental Center Director and two additional reviewers using the following criteria:

1. Proposed Curriculum – 30%
2. Qualifications of Applicant – 20%
3. List of Deliverables – 20%
4. Budget Distribution – 20%
5. Evaluation Materials – 10%

APPLICATIONS MUST BE SUBMITTED FOR RECEIPT BY 5 p.m. CST, MARCH 31, 2014.

By email: vsinghal@stbh.org
By regular mail: Dr. Vipul Singhal, Director
St. Bernard Hospital Dental Center
326 West 64th Street
Chicago, IL 60621
Attn: Response to RFP

Faxed materials not accepted. Late applications not accepted.
Inquiries: Before 3/27/14 to vsinghal@stbh.org
For more information: www.stbh.org/dental-services/