



## RFP Development and Oversight

The dental services program has been developing requests for proposals (RFPs) and overseeing the selection and award process since 1999. Our experience has included RFPs for dental service infrastructure grants and loan forgiveness programs, totaling over two million dollars in awards over the past six years. Our capabilities include designing the RFP document, establishing a review team and review process, overseeing communications with respondents, and developing contractual relationships with those who receive grant awards.

### Approach

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Our dental services staff will meet with your organization to determine the scope of support that you are seeking. Depending on your needs, our involvement may be limited to design of RFP document. Conversely, if requested we can manage the entire process through to selection.

Our initial discussion will focus on the specific need that your RFP is to address. Based on our extensive experience and our communications with you, we will develop a draft document for your review and input. The document will include a cover letter to prospective participants, instructions for completion, and a description of the content and format for the RFP response. If you desire, we can oversee the RFP distribution process that could include web postings and/or targeted mailings and the provision of a designated contact person to respond to questions from prospective respondents. Oversight of the review process will include the development of a review tool to assist reviewers, facilitation of the review team meetings, requests for additional information as needed, written notice to respondents of selection decision, and the provision of evaluation tools for overseeing awardee progress over the term of the award.

### Examples

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The most recent RFPs that we have developed and managed are:

- ◆ [Loan forgiveness RFP for Dentists](#)
- ◆ [Loan forgiveness RFP for Hygienists](#)
- ◆ [Dental Infrastructure RFP](#)

**To discuss your organization's RFP needs and to explore the potential for Dental Services consulting support**, contact our program manager, Ellen Sachs Leicher at 978-371-8816 or email [ESLassoc61@aol.com](mailto:ESLassoc61@aol.com).