Questions and Answers

Rural Dental Hygienist Re-Entry and Continuing Education Program RFPs

Issued by: Michigan Oral Health Coalition (MOHC)
Date: Thursday, Nov. 12, 2026
Proposal due date: Monday, Nov. 16, 2026, at 4 p.m. ET

ABOUT THESE ANSWERS

MOHC accepted written questions through noon ET on Monday, Nov. 9, 2026. This document answers every question received and is shared with all interested respondents. Questions are edited for clarity and combined where they overlap. Respondents are not identified.

These answers clarify the RFPs and do not change their requirements. Proposals remain due Monday, Nov. 16, 2026, at 4 p.m. ET.

GENERAL QUESTIONS

Q: Will MOHC consider respondents from outside Michigan for the Program Manager or Independent Evaluator roles?
A: Yes. None of the RFPs requires Michigan residency, and much of the work can be done remotely. Each respondent must still meet every required qualification for the role. Travel is handled differently for each role:

- **Program Manager:** The project lead must be familiar with rural Michigan health care delivery and able to build working relationships with rural employers. Only in-state mileage and lodging in Detroit for the two training sessions are reimbursed, within the Section 5 maximums. Travel to and from Michigan is not reimbursed.
- **Independent Evaluator:** Any travel, including travel to Michigan, is included in the fixed price. Familiarity with Michigan's oral health landscape is a preferred qualification, not a requirement.

Q: May an individual submit proposals for more than one role and be considered for either, with the understanding that they would accept only one contract?
A: It depends on the roles.

- **Program Manager and Program Coordinator:** Yes. Submit a separate, complete proposal for each. Each is scored on its own, and an individual may accept only one contract.
- **Independent Evaluator with either other role:** No. To protect the evaluation's independence, evaluator respondents must confirm they are not seeking the Program Manager or Program Coordinator contracts. Choose one.

MOHC cannot advise individual respondents on which role is the better fit. Each RFP's scope of work and qualifications describe what the role requires.

Q: Would MOHC accept a joint proposal from one organization for both the Program Manager and Program Coordinator roles?
A: An organization may respond to both RFPs, but it must submit a separate, complete proposal for each, because each role is a separate contract scored against its own RFP. One organization may be selected for both if each of its proposals scores highest, as long as different named individuals perform each role. Disclose any existing relationship with MOHC, as each RFP requires.

PROGRAM DESIGN (ALL RFPS)

Q: Who develops the education content, including the online curriculum and the in-person training? Who teaches it? Does the Program Manager have a role in developing it?
A: The University of Detroit Mercy School of Dentistry develops and delivers all education content under its contract with MOHC. Detroit Mercy faculty develop the self-paced online coursework, the approach and content for the two days of hands-on clinical training, and the continuing education offered at cohort sessions. They also teach and supervise the hands-on training, assess clinical skills with the program's skills checklist and issue continuing education credit. MOHC owns the curriculum once it is complete.

The Program Manager does not write education content. The role supports it by gathering employer input on curriculum priorities (Program Manager RFP, Deliverable 5) and sharing it with Detroit Mercy, managing the Detroit Mercy contract, including tracking curriculum deliverables and recommending acceptance to MOHC, and, if needed, engaging rural oral health subject matter experts for clinical review. The

Program Manager, Program Coordinator and Independent Evaluator do not serve as instructors.

Q: What will it cost dental hygienists to participate?
A: There is no tuition or registration fee. MOHC pays Detroit Mercy directly for the training and covers lodging for the in-person training through a hotel master bill. Participants cover their own travel and meals. No program funds are paid to individual participants.

Q: Who covers the cost of printing and mailing recruitment materials?
A: MOHC pays printing and postage for recruitment materials directly from the program budget. These costs are not part of any contract amount. A contractor's time to prepare materials and coordinate mailings is part of its contracted hours.

PROGRAM MANAGER RFP

Q: Since MOHC must approve the Program Manager's subcontracts, can MOHC advise on acceptable rural oral health subject matter experts?
A: To keep the process fair, MOHC will not recommend or pre-approve specific experts before selection. Respondents may name proposed experts and their roles in the proposal. After award, MOHC will review each proposed subcontract for the expert's qualifications, any conflicts of interest and whether the cost fits within the contract amount. Subcontractors may not also serve as the program's independent evaluator.

Q: Section 6 asks for two references from comparable engagements. Does this mean business references from similar projects?
A: Yes. Provide two professional references from clients or organizations for whom you completed comparable work, such as managing a grant-funded program. Include each reference's name, organization, phone number and email address. Personal references do not meet this requirement.

PROGRAM COORDINATOR RFP

Q: The outreach list deliverable calls for at least 300 contacts in the 10 counties. Is this flexible if a search of state licensing records returns fewer?
A: Here, "contacts" means licensed dental hygienists identified on the outreach list, not individual mailings or calls. The 300 target reflects MOHC's earlier review of public state licensing records, which found about 320 licensed dental hygienists with addresses in the 10 counties. If a verified list comes back below 300, the Program Coordinator documents the count, the data source and the date, and MOHC will treat a complete,

verified list as meeting the deliverable. License addresses do not always show where a hygienist lives or works, so verification is part of the task.

Q: Will the number of direct mailings, emails and phone calls be up to the contractor's discretion?
A: The RFPs do not set a number of outreach attempts. The Program Manager proposes the mix and frequency of mailings, emails and calls in an outreach plan, which MOHC approves before outreach begins. The Program Coordinator carries out the plan and logs every outreach attempt by county. Allow at least two weeks for review of any materials before they go out.

Q: The travel budget in the RFP is for the contractor, not participants, correct?
A: Correct. The mileage and lodging amounts in the Program Manager and Program Coordinator RFPs cover the contractor's own travel only. MOHC pays participant lodging separately, and participant travel is not reimbursed.

INDEPENDENT EVALUATOR RFP

Q: Is there an estimated total number of hours, or average hours per month? When will the time commitment be greatest?
A: MOHC has not set an hourly estimate. The contract is a fixed price not to exceed $28,000, and respondents propose their own hours, rates and payment for each deliverable. Based on the timeline in Section 3, the heaviest periods are expected to be:

- December 2026, to complete the evaluation plan and instruments by Dec. 31.
- The cohort one training window, anticipated in March 2027.
- April to mid-May 2027, for the interim summary due May 15.
- June to July 2027, for cohort two assessments.
- September 2027, for the draft and final reports.

Q: Will the evaluator develop all pre- and post-training assessment instruments, or will existing instruments, templates or resources be provided?
A: The evaluator develops the evaluation plan and the matched pre- and post-training instruments, which MOHC approves (Deliverable 1). Respondents may propose adapting existing validated instruments. University of Detroit Mercy faculty assess hands-on clinical skills with a separate skills checklist, and the evaluator incorporates those results. If the funder provides required survey templates or questions, the evaluator will use

them. The program team also provides rosters, outreach logs, and enrollment and follow-up records.

Q: Will the evaluator conduct participant follow-up at 30 and 90 days, or will the Program Coordinator assist?
A: The Program Coordinator conducts the 30-day and 90-day follow-up and records each completer's practice status, employer county and clinical hours. The evaluator analyzes those records and is not expected to contact participants for routine follow-up. If an evaluation design calls for additional participant data, such as a brief survey, the proposal should describe it, and the evaluator would coordinate with the Program Coordinator to avoid duplicate contact.

Q: How does MOHC define the required five years of program evaluation experience? Do academic program evaluation, health-related research, curriculum development or evaluation, outcomes measurement, dental hygiene education, clinical competency assessment or continuing education development count?
A: MOHC will count professional experience in which the respondent designed or carried out evaluations: setting measures, collecting and analyzing data, and reporting whether a program achieved its goals. Academic program evaluation, health-related research, curriculum evaluation and outcomes measurement count when that work evaluated a program's results. Experience may be cumulative across roles.

Section 4 also requires at least one evaluation of a health workforce, training or continuing education program. An evaluation of a dental hygiene education or continuing education program meets that requirement. Experience assessing clinical competency is relevant to the participant assessment criterion. Developing curriculum or continuing education is valued but is not, by itself, evaluation experience. Under Section 9, the selected evaluator may not develop curriculum or deliver training for this program.

Proposals should describe each relevant role, its dates and the evaluation work performed, so reviewers can apply the requirement consistently.

CONTACT
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