Request for Proposals: Independent Evaluator (Contracted)
Rural Dental Hygienist Re-Entry and Continuing Education Program
Issued by: Michigan Oral Health Coalition (MOHC)
RFP issue date: Thursday, Nov. 5, 2026
Proposal due date: Monday, Nov. 16, 2026, at 4 p.m. ET
Anticipated contract period: Dec. 1, 2026, through Sept. 30, 2027
Not-to-exceed amount: $28,000, fixed price

1. BACKGROUND

MOHC seeks an independent evaluator to measure the results of a new grant-funded program that returns licensed dental hygienists to patient care in rural Michigan.

Many rural communities have too few dental hygienists to meet demand. Practices report longer waits between cleanings, limited room for new patients and fewer preventive visits. At the same time, some licensed hygienists have stepped away from clinical work, cut their hours or want refreshed skills before returning.

The program offers these hygienists a structured path back. Participants complete self-paced online coursework, then two days of hands-on clinical training at the University of Detroit Mercy School of Dentistry, followed by cohort check-ins paired with continuing education. Two cohorts of up to 15 participants each are planned in 2027.

Outreach focuses on licensed dental hygienists in 10 rural counties: Arenac, Clare, Gladwin, Iosco, Isabella, Lake, Mecosta, Montcalm, Ogemaw and Osceola.

MOHC is a statewide nonprofit coalition working to improve oral health access across Michigan. The evaluator will work alongside a contracted Program Manager, a contracted Program Coordinator, the MOHC Executive Director and the University of Detroit Mercy training team, while staying independent of curriculum development and program delivery.

2. ROLE PURPOSE

The independent evaluator gives MOHC and its funder credible, objective evidence of what the program achieved.

The evaluation covers both the program as a whole and individual participant outcomes. The evaluator reports to the Program Manager and delivers findings to MOHC. The final report should answer three questions:

- Can licensed dental hygienists who have left clinical practice be recruited back at scale?
- Does a hybrid refresher, combining online coursework with hands-on clinical training, restore clinical skills and confidence?
- Do participants return to work in rural counties, and at what level of clinical hours?

3. SCOPE OF WORK

The evaluator will complete six deliverables between contract start and Sept. 30, 2027. Timing is anticipated and may shift with training dates.

Item	Deliverable	Anticipated timing
1	Evaluation plan and matched pre- and post-training instruments measuring participant confidence and clinical readiness, aligned with the program measures below and approved by MOHC	By Dec. 31, 2026
2	Administer pre- and post-training assessments to cohort one and compile results, including clinical skills checklist results	Cohort one training window (anticipated March 2027)
3	Interim summary of cohort one results to inform refinements for cohort two	By May 15, 2027
4	Administer pre- and post-training assessments to cohort two and compile the same results	June to July 2027
5	Analyze recruitment yield (outreach contacts, applications, enrollment, attendance, completion and withdrawal reasons) and return-to-practice outcomes at 30 days, 90 days and end of period	Ongoing through September 2027
6	Final written evaluation report with plain-language findings and recommendations to support replication in other rural Michigan regions	Draft by Sept. 10, 2027; final by Sept. 30, 2027

University of Detroit Mercy faculty assess hands-on clinical skills using a separate skills checklist. The evaluator does not write that checklist but incorporates its results. Detroit Mercy, not the evaluator, issues continuing education credit.

The evaluation design must support these program measures:

Measure	Target
Participants completing all three program phases	At least 24 across both cohorts
Completers showing measurable gain on matched pre- and post-instruments	At least 80 percent
Completers with documented practice status	100 percent

Cohort one completers reporting a return to practice or increased clinical hours	At least 60 percent

The program team will provide participant rosters, outreach logs, enrollment and follow-up records, and skills checklist results. Where the funder provides required survey templates or questions, the evaluator will use them.

4. QUALIFICATIONS

Required

- Master's degree or higher in public health, evaluation, education, social sciences, biostatistics or a related field.
- At least five years of program evaluation experience, including at least one evaluation of a health workforce, training or continuing education program.
- Experience producing evaluation reports for government or philanthropic funders.
- Experience designing matched pre- and post-assessments of participant knowledge, skills or confidence.
- Proficiency in quantitative and qualitative analysis, and in presenting findings to non-technical audiences.
- Understanding of participant confidentiality and appropriate handling of individual-level data.
- Independence from curriculum development and program delivery, as described in Section 9.

Preferred

- Familiarity with Michigan's oral health landscape and dental workforce needs.
- Experience evaluating health workforce development or professional re-entry programs.
- Experience assessing hands-on or competency-based learning.
- Experience working with coalitions, public health agencies or nonprofit organizations.

5. COMPENSATION AND LEVEL OF EFFORT

The contract is a fixed price not to exceed $28,000, paid in installments as MOHC accepts each deliverable.

Item	Basis	Maximum
Evaluation services	Fixed price, paid by deliverable; respondent proposes hours, rates and the payment for each deliverable	$28,000

Travel and materials	Included in the fixed price; not reimbursed separately	$0
Total		**$28,000**

The final payment, at least 20 percent of the total, follows acceptance of the final report. Most work can be done remotely, and assessments may be given online or in person.

The evaluator is an independent contractor, not an MOHC employee, and is responsible for their own taxes. No other expenses are reimbursed.

6. PROPOSAL REQUIREMENTS

Submit one PDF or Word file. The proposal narrative may not exceed five pages, not counting resumes, the work sample and the budget. Include these seven parts:

- **Approach.** Describe your evaluation design, the instruments you would use, how you would collect and protect participant data, and how you would incorporate clinical skills checklist results.
- **Work plan and timeline.** Show major activities, draft and final deliverables, and how your schedule fits the two cohorts.
- **Relevant experience.** Give examples of comparable evaluations, especially of health workforce, training or continuing education programs, and any oral health work in Michigan.
- **Project team.** Name each person who will do the work, with their role, qualifications and expected level of involvement. Attach resumes or CVs.
- **Work sample and references.** Provide one evaluation report or comparable product, and two references from comparable engagements.
- **Budget.** Show hours, rates and the proposed payment for each deliverable, not to exceed $28,000. Note any assumptions that could affect cost.
- **Independence and disclosure.** Confirm that you do not hold or seek the curriculum, Program Manager or Program Coordinator contracts for this program, and are not an employee or subcontractor of anyone who does. Disclose any personal, family or business relationship with an MOHC board member, the MOHC Executive Director or any organization involved in this program. A disclosure does not automatically disqualify you; it lets MOHC manage the review fairly and protect the independence of the evaluation.

7. EVALUATION

A review panel will score each complete proposal out of 25 points. Proposals that do not meet the required qualifications or the independence requirement will not be scored.

Criterion	Points	What reviewers look for

Understanding and evaluation approach	5	A clear, practical design that answers the three evaluation questions and fits the program timeline
Participant assessment expertise	5	Sound methods for matched pre- and post-assessment and for incorporating hands-on skills results
Relevant experience and qualifications	5	Comparable workforce, training or continuing education evaluations; familiarity with Michigan oral health strengthens this score
Work plan, reporting and data protection	5	A realistic timeline, useful interim and final reports in plain language, and strong confidentiality practices
Budget and value	5	Transparent hours, rates and payments, with clear assumptions and strong value for the deliverables
Total	**25**	

MOHC may interview the top-scoring respondents before making a selection. Any reviewer with a disclosed relationship to a respondent will not score that proposal.

8. SCHEDULE

Milestone	Date
RFP released	Thursday, Nov. 5, 2026
Written questions due	Monday, Nov. 9, 2026, by noon ET
Answers shared with all interested respondents	Thursday, Nov. 12, 2026
Proposals due	Monday, Nov. 16, 2026, at 4 p.m. ET
Interviews, if needed	Week of Nov. 16, 2026
Contractor selected	By Monday, Nov. 23, 2026
Anticipated contract start	On or about Dec. 1, 2026

9. CONTRACT TERMS

The selected contractor will sign a written agreement with MOHC that includes these terms:

- **Relationship.** The evaluator is an independent contractor. MOHC keeps all program decisions.
- **Independence.** The evaluator does not develop curriculum, deliver training, recruit or enroll participants, or issue continuing education credit for this program.
- **Start of work.** Work and billing begin only after the contract is fully signed.
- **Grant compliance.** Because the program is grant-funded, the contract includes standard grant terms on nondiscrimination, records retention and access for auditors. MOHC will confirm the contractor is not suspended or debarred from receiving public funds.

- **Data and confidentiality.** Participant data is used only for this evaluation, stored securely and reported in aggregate unless MOHC directs otherwise.
- **Ownership and publication.** Instruments, data, analyses and reports created under the contract belong to MOHC and are delivered in editable formats. The evaluator may not publish or present findings or participant-level data without MOHC's written approval.
- **Public communications.** The evaluator does not issue public statements, posts or media responses about the program without MOHC's written approval.
- **Paperwork.** The contractor provides a completed IRS Form W-9 before the first payment.

10. SUBMISSION AND QUESTIONS

Email proposals and questions to:

Kimberly Raleigh, EdD, MHSA, RDH
Executive Director, Michigan Oral Health Coalition
KRaleigh@mohc.org

Use the subject line "Independent Evaluator RFP." MOHC will confirm receipt within one business day. Late proposals will not be considered.

MOHC welcomes proposals from all qualified respondents and does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

11. RESERVATION OF RIGHTS

MOHC may modify or cancel this RFP, reject any or all proposals, request more information, negotiate final scope and terms with the selected respondent, and select the proposal that offers the best overall value to the program.