REQUEST FOR PROPOSALS
APTITUDE TESTING RELATED TO ADMISSION TO CANADIAN DENTAL SCHOOLS

MANUAL DEXTERITY

Issued February 8, 2018
BACKGROUND

The mandate of the Committee on the Identification of Future Dentists (CIFD) is to oversee research and development of recruitment and admissions tools and processes in order to recommend methods to facilitate identification and admission to dental school of individuals with both the aptitudes required to become successful dentists and the diversity of motivation and goals needed to meet the oral health needs of Canadians.

The objectives of the CIFD are to:

1. Build the knowledge base of the profession in relation to the identification of the aptitudes, motivation and goals of candidates for admission to dental school in Canada.
2. Evaluate tools and processes currently used in support of the selection process of individual dental schools.
3. Develop and evaluate tools and processes with the potential to be used nationally in support of the selection process of individual dental schools.
4. Build consensus on recruitment and admissions tools and processes to be used nationally.
5. Support the recruitment and admissions process through the organization of educational activities directed at admissions decision makers.

The desired outcomes of the work of the CIFD are that individual schools will have the knowledge base they need to make decisions regarding their admissions process and the purpose of each element of the DAT and of other tools with a national potential to support the identification of future dentists will be known by all stakeholders and evidence will be available to evaluate how they fulfill that purpose.

PURPOSE FOR RESEARCH

To help Canadian dental schools decide on the tools and processes that should (and should not) be used in the dental student selection process. This RFP is focused on the assessment of manual dexterity and aims at answering the following research questions:

Should assessments of manual dexterity and/or perceptual ability (i.e. non-academic and non-social skills) be used in the admissions process for Canadian dental schools? If so, what assessment tools should be used and how should they be used?

The rationale for focusing on the assessment of manual dexterity and perceptual ability is that good quality evaluation of academic ability already exists, whereas questions remain over the need to assess manual and perceptual skills and how they should be assessed in the admissions process. A similar gap in knowledge exists in relation to the assessment of social skills, a topic that is the object of separate RFP.
STATEMENT OF WORK (SOW)/ RESEARCH QUESTION

Applicants may perform a literature review as part of this project but should also perform primary research to address the questions. Applicants should focus on the following elements:

1. Applicants should minimally assess tools currently used in Canadian dental school admissions processes (DAT manual dexterity test, DAT perceptual ability test) but may consider others;
2. The validity of instruments/tools;
3. How each of the tools should be used (as a screening tool, as a percentage weight in an admissions formula or both);
4. The cost benefit ratio;
5. Should such instruments be used in the selection of dental students, and if so which ones?

ELIGIBILITY

1. Applicants can be from public or private institutions with the capacity to perform research.
2. Preference will be given to applicants from Canadian institutions.
3. Students may not lead projects but may participate.

CONTENT OF APPLICATION

1. Research proposal including the methodological and analytical approaches (5 pages maximum);
2. List of applicants, including a brief description of their contribution. A principal applicant must be identified (2 pages maximum);
3. Bio sketches for all applicants (4 pages maximum for each bio sketch);
4. Budget, including justification (2 pages maximum);
5. Timeline (1-page maximum);
6. Ethics – plans to ensure appropriate ethical approval (1-page maximum);
7. Applicants may append other documents and these may or may not be used in the evaluation of proposals.

Bidders should demonstrate that they meet the minimum qualifications to undertake this project and should include with their proposals a brief description of their firm or organization, the curriculum vitae of the person or persons who will do the work, and any information that is deemed to be relevant to this RFP, including pertinent references.

Any one proposal may be funded to a maximum over 2 years (i.e. projects will not be funded for longer than a two-year period).
SELECTION CRITERIA

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

1. Quality of methods - 50%
2. Quality of applicants – 20%
3. Feasibility and resources available to applicants – 20%
4. Use of budget – 10%

DELIVERABLES

1. Awardees must provide a final report within 6 months of finishing the project according to the timeline outlined in the proposal.
2. For projects funded for periods more than 1 year, an interim report must be provided describing the progress of the project. Awardees who fail to provide such an interim report and those for whom progress is deemed to be insufficient may have subsequent funding withheld.
3. All original documentation, reports, etc., gathered during the course of the analysis.

TIMELINE OF DECISION

The CIFD will assess each proposal against the selection criteria. Once a decision on which projects are funded has been made, the Canadian Dental Association will communicate directly with principal applicants to agree to the terms of the award.

The successful contractor will be notified no later than July 30, 2018. The other bidders will receive notification shortly after.

INTELLECTUAL PROPERTY

Given that one of the outcomes of this exercise is to provide the Canadian Dental Association (CDA) with the information it needs to evolve and administer its Dental Aptitude Test (DAT), a requirement of every contract will be that CDA will be granted the right to access to the results of any study it finances. In addition, for any project that could result in a product of interest for the administration of the DAT, proprietary rights and intellectual property interest related to that product will need to be assigned to the CDA. In cases where this requirement cannot be met by the preferred researcher/contactor identified by the committee, an alternative research/contractor will need to be identified.

Another requirement of all contracts will be that the data gathered as part of the funded project will be used and analysed by those researchers and members of that unit with which the contract is held, plus any students, trainees or colleagues that the contracted researchers decide to share the data with. These researchers, trainees and/or colleagues may then publish
the results of their work wherever and in whatever format they decide. Furthermore, the data may also be used for secondary analyses not necessarily linked directly with the primary goal of the main project. In so doing, these data may be combined with data gathered as part of separate research projects. These secondary analyses may be performed by the same people as previously mentioned i.e. the researchers and members of that unit with which the contract is held, plus any students, trainees or colleagues that they decide to share the data with.

**QUESTIONS AND PROPOSAL SUBMISSION**

Questions regarding this Request for Proposals should be addressed via e-mail to:

Monique Bouchard  
Committee on the Identification of Future Dentists  
E-mail: mbouchard@cda-adc.ca

Proposals must be sent as MSWord documents or PDF files to the email above.

Proposals must be received by Friday, April 27, 2018, no later than midnight (Eastern standard time).