

To: All Areas/ Dental Programs

From: IHS Division of Oral Health

**Subject: Request for Proposals for Division of Oral Health Long-Term Training (LTT) Dental Program Site Award**

Proposals are being requested for Indian Health Service, Tribal, and Urban (I/T/U) Dental Programs to compete for a Dental Specialist Long-Term Training (LTT) award. The purpose of this award is to help a Dental Program to sponsor, as a Joint Venture, a **currently employed** I/T/U dentist to attain an ADA recognized Dental Specialty. The Dental Program Site dentist candidate for LTT could be a Commissioned Officer, a Civil Service Dental Officer, or a Tribal full-time Dentist currently employed by the IHS, Tribal Dental Clinic, or Urban Dental Clinic.

The overall intent of the Division of Oral Health (DOH) LTT award is to increase the numbers of I/T/U employed Dental Specialists and to supply the IHS, DOH with a Dental Specialist Consultant. Dental Specialists will mainly serve the I/T/U clinic as a clinician, but will also serve the clinic, the IHS Area, and IHS headquarters (HQ) regarding matters of staff development, recruitment, policy formulation, care delivery consultation, and continuing education and lecture development, presentation, and teaching in the area of their Dental Specialty.

Though all Dental Specialties are allowed to be sponsored through this announcement, the focus of the current funding period is for the following Dental Specialties:

- 1) Endodontic Dentistry**
- 2) Pediatric Dentistry**

Although these Dental Specialties may be given priority for funding, Dental Programs that would like to sponsor another Dental Specialty for LTT are encouraged to submit an application, which will be considered as funding allows.

This Request for Proposals is to call for I/T/U Dental Programs to submit a proposal for their I/T/U Dental Program site to be competitively selected for a \$125,000 award to be used towards LTT of an I/T/U dentist in a Dental Specialty. After the initial competitive award, up to 3 additional years of non-competitive awards of \$125,000 will be made for the benefit of the selected Dental Program to continue to train the selected candidate and/or to help in the initial clinical practice year(s) of the Dental Specialist.

The Dental Program Site selected LTT candidate will be expected to work as a Dental Specialist for the Dental Program Site (at the site that has sponsored the LTT candidate) for the length of time (the service obligation payback commitment) and per the terms of the LTT service obligation agreement that the LTT candidate and the Dental Program Site entered into prior to the start of LTT. The LTT candidate will also be required to serve as a DOH HQ Dental Consultant for up to 20% of their time for the 4 years following the successful completion of their Dental Specialty Training (the DOH HQ consultant commitment).

The proposal must be received by 5PM Eastern Time (ET) on **October 15, 2015**. The proposals will be reviewed by the LTT Review Committee and announcement of award decisions will be made on **November 18, 2015**. This award will be for training expected to commence in the **summer of 2016**.

## Background

Faced with attrition among current dental specialists, difficulty in recruiting new specialists, and a growing AI/AN user population, Dental Programs are experiencing a shortage of specialty dental services, particularly in Endodontic and Pediatric Dentistry. In addition, the specialist shortage, coupled with increasing demand for direct services, limits the ability of the IHS to continue to offer quality dental continuing education courses and formulate and implement IHS DOH policy.

To address these needs, the IHS DOH will be awarding a competitive DOH LTT award to a Dental Program, in order to help the Dental Program to sponsor a LTT candidate for a Dental Specialty. The aim of this award will be to produce, at the end of LTT, a Dental Specialist Consultant who will spend the majority of their time providing direct clinical services at the selected Dental Program. The specialist will also be expected to provide support to general dental services by accepting referrals from neighboring Dental Programs. Further, the specialist will be expected to devote up to 20% of their time to teaching and non-clinical dental duties for their HQ DOH HQ consultant commitment. This could include staff development, recruitment, policy formulation, care delivery consultation, and continuing education and lecture development, presentation, and teaching in the area of their Dental Specialty. The 20% HQ time commitment would be for a 4 year time period starting on the date of their successful completion of Specialty Training. **If, at any time or for any reason, the Dental Specialist did not honor the 20% DOH HQ consultant commitment, then award funding would stop.**

## Overview

**The DOH LTT Award is provided for the benefit of the selected Dental Program, and is expected to be a Joint Venture entered into between the Dental Program and the IHS DOH.** The award is provided for the benefit of the Dental Program to help with the financial sponsorship of a **currently employed** I/T/U dentist to attain an ADA recognized Dental Specialty. The Dental Program Site dentist candidate for LTT could be a Commissioned Officer, a Civil Service Dental Officer, or a Tribal full-time Dentist currently employed by the IHS, Tribal Dental Clinic, or Urban Dental Clinic. The DOH LTT Award will be an initial competitive \$125,000 award to be determined from this Request for Proposals. After the initial competitive award of \$125,000, a non-competitive award of \$125,000 will continue per year as needed for specialty training and or initial clinical practice integration as a Dental Specialist. Funding will continue for up to 3 years following the initial award for a total of 4 years of funding. Continued funding is dependent on a successful yearly candidate progress review by the LTT Committee. **Failure of a LTT candidate to complete their Dental Specialty or to fulfill their obligated LTT service payback commitment will stop the continuation of the non-competitive portion of the award cycle for the following year(s).**

## Responsibilities of the Dental Program and LTT Candidate

The selected Dental Program will utilize the DOH LTT award to assist, in Joint Venture with the IHS DOH, the sponsorship of a LTT Candidate in attaining a Dental Specialty. This could be used to help defray the tuition costs of Dental Specialty training, costs for equipment (e.g. a surgical microscope for endodontists), and/or other Dental Specialty Support. The yearly award is provided for the benefit of the Dental Program in the amount of \$125,000 per year for up to 4 years (1st year competitive award, 2nd-4th year non-competitive award), dependent on successful yearly candidate progress review by the LTT Committee. All other costs and considerations involved in LTT and Specialty Training are not a part of this award.

The Dental Program accepts responsibility for employment of the LTT candidate for their service obligation payback period. This includes employment as a Dental Specialist if candidate successfully completes Specialty Training and as a General Dentist if the candidate fails/does not complete Specialty Training.

The responsibility of the selected LTT candidate is to attain a Dental Specialty and to fulfill the contract obligations agreed upon through their sponsoring Dental Program Site, to include, at a minimum: 1) a commitment to be employed through the sponsoring Dental Program as an Area Dental Specialist/Consultant for their service obligation payback period, and 2) a DOH HQ consultant commitment to for teaching and policy duties, up to 20% of their time during the 4 years after completion of their Dental Specialty.

The following provide two scenarios to illustrate these responsibilities:

**Example for a Pediatric Dentist LTT Program Site Award:**

- Year 1 of LTT (e.g. 2016): Dental Program Site selected LTT candidate matriculates into Pediatric Dental Residency Program. The initial DOH LTT award of \$125,000 is provided for the benefit of the Dental Program Site to be used as a Joint Venture between the Dental Program Site and HQ for LTT.
- Year 2 of LTT (e.g. 2017): Dental Program Site selected LTT candidate attends Pediatric Dental Residency Program. The \$125,000 DOH LTT Award is provided for the benefit of the Dental Program Site to be used as a Joint Venture for LTT.
- Year 3 of LTT (e.g. 2018): Dental Program Site selected LTT candidate graduates Pediatric Dental Residency Program and is awarded Dental Specialty. They return to the sponsoring dental Program Site as a Dental Specialist and HQ Consultant. \$125,000 DOH LTT Award is provided for the benefit of the Dental Program Site to be used as a Joint Venture for LTT and/or for support of the Dental Specialist. The service obligation payback commitment and the DOH HQ consultant commitment begin.
- Year 4 of LTT (e.g. 2019): This is the final year of award. The Dental Specialist works as a Dental Specialist at the Dental Program Site. Dental Program Site receives benefit of \$125,000 DOH LTT Award to be used as a Joint Venture for the support of the Dental Specialist.
- Continuing years: Since the LTT candidate completed 2 years of Dental Specialty training during year 1 and 2, they are obligated to serve the agreed upon LTT service obligation payback to the Dental Program. They are also obligated to be available for 4 years from the time they graduated from the specialty training to serve up to 20% of their time providing Area and National support to IHS DOH HQ.

**Theoretical complications arising during example for a Pediatric Dentist LTT Program Site Award:**

- Year 1 of LTT (e.g. 2016): Dental Program Site selected LTT candidate matriculates into Pediatric Dental Residency Program. The initial DOH LTT award of \$125,000 is provided for the benefit of the Dental Program Site to be used as a Joint Venture between the Dental Program Site and HQ for LTT.
- Year 2 of LTT (e.g. 2017): Dental Program Site selected LTT candidate does not, for whatever reason, continue Dental Specialty Training. If Dental Program Site has received first and/or second year award, they will not receive any additional years of awards. **The failure of the LTT candidate to complete their Dental Specialty will**

**stop the continuation of the non-competitive portion of the award cycle for the following year(s).**

- Years 2018 and beyond: Depending on the Service Obligation payback commitment and the LTT Training Agreement between the Dental Program and LTT Candidate, the LTT candidate is obligated to serve the payback obligation payback period as a general dentist. The Dental Program Site must accept responsibility of a failed LTT candidate in this situation. Without additional funding provided from IHS HQ DOH, the Dental Program Site should employ the candidate for the obligated LTT service payback period or assist them in finding a suitable payback obligation I/T/U site.

## **Proposal Procedure**

Dental Programs are asked to apply for the DOH LTT Award by providing separate, narrative answers to the following items:

- 1) A statement describing the current 3 year user population and a description of their staff and services provided including operatories, support staff, and current dental professional staff.
- 2) A statement from the Dental Program Director or the Chief Executive Officer of the Dental Program verifying that the facility will have the billet/position and adequate funding to accept the Dental Specialist immediately upon completion of training and for, at a minimum, the length of time for the service obligated payback period.
- 3) A description of need for specialty services including expected treatment needs and any factors that limit access to specialty care including geographic isolation, availability of specialists, and CHS dollars.
- 4) A description of physical facilities including (as applicable): access to clinical operatorie(s), available equipment, hospital and operating room access and privileges, digital radiography, endodontic microscopes, and rotary endodontic systems; or plans to obtain these.
- 5) An endorsement from the Dental Program's Area Dental Officer (ADO) supporting the site as needing a Dental Specialist and as being able to meet the requirements of the newly trained Dental Specialist.
- 6) A description of any other factors that the Dental Program feels might be relevant to the selection process including being a teaching/referral center, special circumstances at the site, or other data not previously presented.

The following 2 forms, appropriately signed and completed, must accompany the proposal.

- 7) The DOH LTT Program Site Award Proposal Submission Form (Appendix 1) and the Dental Program Site Director Memorandum of Understanding (Appendix 2).

## **Review and Selection Process**

Each section of the proposal (1 through 7 above) will be scored 1-10 points for a total of 70 maximum points, with 70 being the strongest possible proposal. The proposals will be reviewed by a panel that consists of one I/T/U dental program director of a complex program, one ADO, one staff from the HQ DOH Office, and two IHS Dental Specialists. The Director of the IHS Division of Oral Health (DOH) makes final decisions concerning the proposal based on geographic balance and diversity of services and intervention throughout the nation-wide program. After the initial award, continuation of award funding is contingent on successfully undergoing a yearly candidate progress review by the LTT Committee.

## **DOH LTT Program Site Award Proposal Submission Form**

To be considered, the proposal must be accompanied by the application form (see Appendix 1). The form must be signed by the Submitter of the Proposal (this will be the official contact for communication), Dental Program Director, Clinical Director, Chief Executive Officer, and Area Dental Officer of the applying Dental Program.

#### **DOH LTT Dental Program Site Director Memorandum of Understanding**

To be considered, the proposal must be accompanied by the Dental Program Site Director Memorandum of Understanding (Appendix 2). The form must be signed by the Dental Program Site Director.

#### **Proposals should be sent by email to:**

Carol Bassim ([Carol.Bassim@ihs.gov](mailto:Carol.Bassim@ihs.gov)) and Jim Schaeffer ([James.Schaeffer@ihs.gov](mailto:James.Schaeffer@ihs.gov))

\*\*\*\*The submitter will be notified by email by the DOH HQ once the proposal is received.

If you have any questions, please call:

Dr. Jim Schaeffer (IHS/ DOH/ HQ) at 301-443-4319

Dr. Carol Bassim (IHS/ DOH/ HQ) at 301-443-4323

Dr. Bob Smith (IHS/ OKC/AO, LTT Committee Chair) at 405-951-3735

ALL PROPOSALS MUST BE COMPLETELY RECEIVED BY **5PM ET ON October 15, 2015.**

**Appendix 1****DOH LTT Program Site Award Proposal Submission Form**

**To be considered, the proposal must be accompanied by the application form. The form must be signed by the Submitter of the Proposal (official contact for communication), Dental Program Director, Clinical Director, Chief Executive Officer, and Area Dental Officer of the applying Dental Program.**

Name of the Dental Program:	
Address of the Dental Program :	
Name of the Submitter:	
Phone number of the Submitter:	
Email address of the Submitter:	

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Signature of the Submitter

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Date

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Signature of the Dental Director

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Date

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Signature of Clinical Director

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Date

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Signature of the Chief Executive Officer

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Date

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Signature of the Area Dental Officer

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Date

## Appendix 2

### Memorandum of Understanding: Dental Program Site Director

This memorandum acknowledges that I \_\_\_\_\_,  
Dental Program Director of \_\_\_\_\_,  
understand and accept the following rights and responsibilities involved in the Request for  
Proposals of the Oral Health Long-Term Training (LTT) Dental Program Site Award.

- This award represents a Joint Venture between the IHS HQ and the selected Dental Program in the long-term training of a Dental Specialist.
- This is an award for the benefit of the selected Dental Program in the amount of \$125,000 per year for up to 4 years (1<sup>st</sup> year competitive award, 2<sup>nd</sup>-4<sup>th</sup> year non-competitive award dependent on successful yearly candidate progress review by the LTT Committee). All other costs and considerations involved in LTT are not a part of this award.
- The failure of the LTT candidate to complete their Dental Specialty will stop the continuation of the non-competitive portion of the award cycle for the remaining year(s).
- There is a DOH HQ consultant commitment of up to 20% of the time of the Dental Specialist for 4 years, starting at the successful completion of their Dental Specialty Training.
- The Dental Program accepts responsibility for employment of the LTT candidate for their service obligation payback period. This includes employment as a Dental Specialist if candidate successfully completes Specialty Training or as a General Dentist if the candidate fails/does not complete Specialty Training.

\_\_\_\_\_  
Signature of the Dental Director

\_\_\_\_\_  
Date

## Appendix 3

### Recommended Consideration for Future LTT Candidate Selection

Although LTT candidates do not have to be identified or selected for the successful proposal at the time of this announcement, there should be a plan developed for their selection. The following is provided as a list of possible selection criteria that could be used to score a LTT candidate proposal.

- 1) A letter of reference and support from the Dental Program Dental Chief for the proposed LTT dentist.
- 2) A letter of reference and support from the Area Dental Officer for the proposed LTT dentist.
- 3) Up to 3 other supporting letters of reference from the proposed LTT dentist.
- 4) Narrative of proposed LTT dentist's plans for acceptance into an ADA recognized Dental Specialty Program (1 page maximum) (i.e. PASS, MATCH, Specialty Program application status and or acceptance).
- 5) Narrative (2 pages maximum) from proposed LTT dentist describing short-term and long-term professional goals, professional and personal statement, and dedication to the IHS DOH mission.
- 6) Transcripts of Dental School and National Dental Board Scores, Part 1 and 2. If the transcript does not indicate class rank, also submit a letter from the school indicating overall rank and cumulative grade point average upon graduation.
- 7) CV from proposed LTT dentist, including list of Continuing Education course completed in the last 5 years and list of professional presentations given in the last 5 years.
- 8) DOH LTT Award Application Form signature page.
- 9) Specifications (narrative and supporting documents) of the contract developed between the employed dentist and the Dental Program detailing LTT rights and responsibilities.
  - a) If proposed LTT dentist is a Commissioned Corp Applicant
    - 1) Completed SF-182, Authorization, Agreement and Certification of Training with the Continued Service Agreement signed and dated. [http://www.opm.gov/forms/pdf\\_fill/sf182.pdf](http://www.opm.gov/forms/pdf_fill/sf182.pdf) or seek on [www.opm.gov](http://www.opm.gov) under forms.
    - 2) Completed PHS-1122-1, Application for Training and Report of Medical History, DD FORM 2807-1, at [https://dcp.psc.gov/ccmis/MENU\\_forms\\_m.aspx](https://dcp.psc.gov/ccmis/MENU_forms_m.aspx). This website has the Instructions for the completion of the 2807-1 & disclosure statement that also must be completed & submitted; PHS Extramural Training Agreement, PHS 6373 [https://dcp.psc.gov/ccmis/MENU\\_forms\\_m.aspx](https://dcp.psc.gov/ccmis/MENU_forms_m.aspx), signed and dated
    - 3) If claiming Indian Preference, current Form BIA-4432 (Expires 11/30/2014)
    - 4) Child Care Addendum Form, OMB NO. 0917-0028 (Expires 09/30/2012) (attached)
    - 5) Commissioned Officer's Effectiveness Reports (COERS) - copies of the last 2 years, (CO applicants must possess at least an overall rating of "4" on each of their last two COERS)
  - b) If proposed LTT dentist is a Civil Service Applicant
    - 1) Completed SF-182, Authorization Agreement and Certification of Training, with the Continued Service Agreement signed and dated. Website for SF-182. [http://www.opm.gov/forms/pdf\\_fill/sf182.pdf](http://www.opm.gov/forms/pdf_fill/sf182.pdf) or seek on [www.opm.gov](http://www.opm.gov) under forms.
    - 2) If claiming Indian Preference, Form BIA-4432 (Expires 11/30/2014)
    - 3) Child Care Addendum Form, OMB NO. 0917-0028 (Expires 09/30/2012) (attached)
    - 4) Current SF-50, Notification of Personnel Action



- 5) Performance Management Appraisal Program (PMAP) - copies of the last 2 years, if applicable (**Civil Service applicants must** possess at least a “Level 3: Achieved Expected Results” rating of record on each of their last two performance appraisals.)
  - c) If proposed LTT dentist is a Dentist employed full time in a Tribal Dental Program, please contact your Area Dental Officer and contact the DOH HQ LTT Committee to discuss.
- 10) Memorandum of Support from the Area Dental Officer stating that Area HR issues have been complied with in accordance with IHS policy.

In addition, the following could be required from the proposed LTT dentist:

- 11) Attend a phone interview by the LTT Award Committee.
- 12) The candidate is required to present a **5 minutes presentation** via Adobe Connect to the members of the selection panel at the conclusion of the telephone interview. The topic of your presentation should be related to oral health and should not exceed 10 minutes.
- 13) LTT candidates will be required to sign a letter of understanding and agreement of the 20% DOH HQ consultant commitment obligation for the 4 years following their completion of Specialty Training.

### **Notice of Indian Preference**

Selection of DOH LTT Awards will be in accordance with the Indian Preference laws and IHS policies. *The Indian Health Service is required by law to give absolute preference to qualified Indian applicants and employees who are qualified and suitable for Federal employment.* The IHS by law is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, chapter 3.

### **Equal Employment Opportunity**

Selection will not be based on personal relationship or other types of personal favoritism or patronage, and will be based on an objective review process.

Selection for DOH LTT Award will be based solely on merit without discrimination because of non-merit factors such as race, color, religion, gender, sexual orientation, national origin, physical or mental disability, age, or membership or non-membership in an employee organization.