

Request for Proposals For Dental Services



Issued: April 19, 2022

Submission Deadline: May 9, 2022, on or before 9:00 a.m. local time

Submit to: Mgans@pqwchc.ca

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by Parkdale Queen West Community Health Centre (PQWCHC) to prospective proponents to submit proposals for Dental Services and Deliverables, as further described in **Section 1** of the RFP Particulars.

PQWCHC wishes to retain a Dentist as an independent contractor of PQWCHC to provide dental services at its ehm (Evangel Hall Mission)552 Adelaide St W, and 168 Bathurst Street and locations as part of a partnership program.

1.1.1 Objectives

The following is a summary of the statement of work for this requirement.

The Contractor must provide primary dental care, including x-rays and health promotion, to clients that complies with relevant legislation, provincial standards and PQWCHC policies and guidelines. The Contractor must provide dental services to clients in collaboration with the PQWCHC’s multi-disciplinary health services teams that includes but is not limited to, Nurses, Physicians, and other allied health professionals.

1.1.2 Deliverables

To provide max of 14 hours per week Dental Service at PQWCHC.
PQWCHC will provide Dental Assistant services.

1.1.3 Fees

The Dentist role is paid \$67.13 for an annual contracted fee of up to \$48,871.20.

1.1.4 Contract Timeline

The Dental Service contract is for 1 year (12 months), with a review after 1 year and thereafter possible extension of the contract.

1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be: Maureen Gans, at mgans@pqwchc.ca. Proponents and their representatives are not permitted to contact any employees, officers, agents other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with PQWCHC for the provision of the Deliverables. It is PQWCHC’s intention to enter into an agreement with only one (1) legal entity.

Parkdale Site

1229 Queen Street West
Toronto, ON M6K 1L2
T: 416.537.2455
F: Admin: 416.537.5133
F: Clinical: 416.537.3526

Queen/Bathurst Site

168 Bathurst Street
Toronto ON M5V 2R4
T: 416.703.8482
F: Admin: 416.703.7832
F: Clinical: 416.703.8479

Satellite Site

27 Roncesvalles Avenue
Suites 301 & 503
Toronto, ON M6R 3B2
T: 416.537.8222
F: 416.537.7714

Section 1 – DENTAL SERVICES & DELIVERABLES

Dental Services: Subject to the Bylaws of the Royal College of Dental Surgeons of Ontario and the Regulated Health Professions Act of Ontario and the Rules and Regulations thereunder and amendments to the foregoing, the Dentist will provide services as a dentist, as part of the practice of dentistry, and education to and promotion of high-quality dental care for clients of PQWCHC and ehm. (the “Dental Services”)

Qualifications: The Dentist represents and warrants that the Dentist has the requisite skill, experience and the professional designations and credentials required to provide the Services and carry out the Dentist’s other obligations under this Agreement in a professional and proficient manner. During the term of this Agreement, the Dentist shall hold a certificate of registration from the Royal College of Dental Surgeons of Ontario (the “College”) and remain in good standing with the College. The Dentist shall provide proof of such registration and standing to PQWCHC from time to time as may be requested by PQWCHC.

Schedule of Services.

The Dental Services will be provided two (2) days per week from 9:00am to 5:00pm.

The Dentist’s schedule is subject to change on thirty days’ written notice depending on the needs of PQWCHC and the availability of work.

The Dentist is responsible for the determination of the treatment times regarding interaction with each patient and the execution of the Dental Services.

The Dentist will provide thirty (30) days’ notice of any interruption to the provision of Dental Services of more than up to one week.

Equipment and Instruments: The Dentist shall use equipment, instruments and materials for each dental procedure that comply with IPAC standards.

Manner of Providing Services. The Dentist shall provide the Services without instructions or other interference from PQWCHC, except as explicitly provided for in this Agreement and provided that the Dentist devotes the Dentist’s best efforts and abilities thereto.

Supports: PQWCHC hereby grants a non-exclusive, revocable license to the Dentist to use the professional premises located at 552 Adelaide St W, and 168 Bathurst Street or any such replacement premises as may be required from time to time during the term of this Agreement, together with such equipment and services necessary for the Dentist to perform the Dental Services. For greater clarity, PQWCHC will provide the following:

- (a) All equipment, instruments and materials reasonably necessary to provide the Dental Services;

- (b) PQWCHC will provide chairside Certified Dental Assistant to support provision of the Dental Services;
- (c) PQWCHC Dental staff to perform sterilization, stocking of supplies, booking of clients, equipment maintenance, and other tasks deemed necessary, in the opinion of PQWCHC, to facilitate the operations of the Dental Service.

Clients and Client Records. All clients for whom the Dentist performs Services or has any other dealings in connection with this Agreement, are and shall be deemed to be clients of PQWCHC and ehm. All client files, charts, notes and other related documentation shall be and remain the property of PQWCHC or ehm.

Client Retreatment. The Dentist agrees to be responsible for any working requiring retreatment that was originally performed by the Dentist. For the term of this Agreement and for a period of twelve (12) months after the expiry date of this Agreement, the Dentist authorizes PQWCHC as follows in respect of work requiring retreatment:

- (a) At the discretion of PQWCHC, PQWCHC will contact the Dentist to allow the Dentist to perform the retreatment work, provided the work is done at PQWCHC, and provided the Dentist pays for supplies, laboratory fees and other costs associated with the work and
- (b) If the Dentist is not available to perform the retreatment work, refuses to perform the retreatment work or if the matter is an emergency and therefore it is not practical to have the Dentist perform the retreatment work, then the Dentist hereby authorizes PQWCHC to perform the retreatment work on the Dentist's behalf and the Dentist will reimburse PQWCHC for such work according to the then-current dental practice fee guide in use.

Obligations of the Dentist:

- (a) Use the Dentist's best skills in endeavoring to perform the Dental Services and other obligations under this Agreement;
- (b) Comply with all acts, orders, regulations and other instruments for the time being having the force of law applicable to dentists in the Province of Ontario;
- (c) Remain a duly registered land licensed dentist in the Province of Ontario;
- (d) Maintain and pay for all necessary practice certificates and licenses to retain the Dentist's membership in the College and remain a member in good standing in the College;
- (e) Maintain Ontario Dental Association (ODA) Membership;
- (f) Render emergency treatment to clients of PQWCHC as required from time to time;
- (g) Use best efforts to attend staff meetings as requested by PQWCHC;
- (h) Show evidence in day-to-day work of being approachable, comfortable, equitable, respectful and kind clients and PQWCHC staff;
- (i) Represent PQWCHC in a positive light and in a manner which reflects PQWCHC's vision, mission and values;

- (j) Undergo a criminal record and vulnerable sector check annually and provide results to PQWCHC;
- (k) Champion a culture of acting in the best interest of PQWCHC's client's health and wellbeing;
- (l) Set an example of open communication, transparency and accountability;
- (m) Work collaborative and positively with PQWCHC staff and Clinic Supervisor to achieve clinic targets, goals and vision;
- (n) Abide by all reasonable policies and procedures of PQWCHC in place from time to time of which the Dentist is or ought reasonably to be aware; and
- (o) Prior to commencing the provision of Dental Services, provide evidence of vaccination records of COVID-19 vaccination, annual influenza and adult immunization. Refer to the PQWCHC Immunization Policy.

Ownership and Restrictive Covenants.

Ownership: The Dentist agrees that:

- (a) All information and intellectual property including, without limitation, client charts, files and Confidential Information relating to the Dental Services shall at all times be the exclusive property of PQWCHC and shall forthwith be delivered by the Dentist to PQWCHC as PQWCHC may at any time direct;
- (b) Any furnishings, equipment, instruments, materials, records or other property provided by PQWCHC to the Dentist shall remain the exclusive property of PQWCHC at all times; and
- (c) The exclusive ownership of the goodwill and proprietary right to provide patients of PQWCHC with dental care including, without limitation, Dental Services, shall at all times remain with PQWCHC.

Restrictive Covenants. The Dentist shall not:

- (a) Use the professional premises outside of scheduled dates and times as agreed to by the parties, or use the professional premises for any other purpose other than the provision of the Services to clients of PQWCHC;
- (b) Make any additions or alternations to the professional premises of the Dental Services without the prior written approval of PQWCHC;
- (c) During the term of this Agreement and for a period ending two years after the termination of this Agreement for any reason, (a) solicit for employment or engagement any staff of PQWCHC, or (b) without the written consent of PQWCHC, either directly or indirectly hire or engage the services of, or cause or encourage any other dentist to hire or engage the services of, any staff employed or engaged at PQWCHC while such staff are staff of PQWCHC or within the six month period after any such person has ceased to be a staff member at PQWCHC.

Fees and Accounting for Dental Services

- (a) All accounts for Dental Services will be rendered in the name of PQWCHC. PQWCHC will collect all client accounts rendered by the Dentist on behalf of the Dentist for Dental Services provided at the WDGPH service location(s).
- (b) The Dentist will ensure that client charts are accurately completed to reflect work performed including treatment code(s), using ABLEnt software system.
- (c) On a monthly basis, PQWCHC will review the ABLEnt reconciliation report with the Dentist.
- (d) The Dentist shall be paid on a monthly basis upon receipt of billing invoice.

-----**END**-----