



Request for Proposals (RFP)

Trauma Informed Care Professional Training Services

Overview

This Request for Proposal (RFP) will solicit proposals from companies experienced in delivering trauma-informed care training as well as certifying training participants in trauma-informed care. ACCESS desires to become a trauma-informed care organization, which will allow the agency to provide better services to our participants.

Organizational Background

ACCESS was established in 1976 as a non-profit corporation to develop and administer programs and services designed to assist low-income residents, Veterans, and senior citizens in Jackson County in Southern Oregon. ACCESS is the Community Action Agency for Jackson County and through its many offerings, serves nearly 1 in 4 Jackson County residents. ACCESS has approximately 110 employees currently working within the organization. Additional information about ACCESS can be found on its website: accesshelps.org.

Project Description

ACCESS seeks proposals to provide a trauma informed care training program to all employees within the organization. The program will educate all ACCESS employees on the impact of trauma on our clients and promote cultural and organizational change in responding to such participants and their families. We intend to create a greater sense of safety, security and equality for our clients and community.

Proposal Requirements

- A description of the company or individual, as well as name and contact information.
- List of any personnel involved in the process and their role and prior experience.
- Summary of the facilitator's qualifications and experience.
- Training plan that includes a description of the training, curriculum and timeline.
- Detailed costs to complete the training including travel, supplies, follow-up costs and any other related expenses.

Selection criteria

Proposals will be evaluated on the following criteria:

- Must be an established agency with at least 2 years' experience training trauma informed care.
- Must have an established trauma informed care training curriculum and provide a sample.
- Must be able to demonstrate positive impact of trauma informed care trainings provided to date and provide at least 2 current or previous references for whom comparable training was provided.

- Must provide coaching throughout the duration of the training program.
- Must be able to provide in-person training to the organization.
- Must be familiar with the Southern Oregon region.

Evaluation Procedure

All properly submitted submissions will be reviewed, evaluated, and ranked by an ACCESS committee based on the RFP criteria. After an evaluation of the written submissions, ACCESS will rank the proposals and select a company to negotiate a contract. If ACCESS is not able to negotiate a contract with the selected respondent, ACCESS will negotiate with the next ranked respondent.

Timeline:

Deadline for receipt of proposals is Monday, August 22nd at 5pm (PT). Notification of vendor selection is anticipated by Friday, September 2nd. The contract and effective date will depend upon the individual proposal selected.

Submission:

Each proposal should be submitted in written form and be accompanied by outlined information about the organization's interest in providing professional services. It should include how the consulting team will achieve the goals of providing trauma-informed care training to ACCESS staff. Submissions should include the proposed content of training and mode for delivery.

Contact Information & submissions to be sent to:

Dana Daniels

Participant Experience Supervisor

ddaniels@accesshelps.org

541-779-6691 Ext 356

	Does Not Meet Criteria 0	Approaching Criteria 1	Meets Criteria 2	Exceeds Criteria 3	Score
TIC Training Experience	Program does not demonstrate experience in TIC training.	Program demonstrates limited experience in TIC training. (less than 1 year)	Program demonstrates adequate experience in TIC training. (1-2 years)	Program demonstrates advanced experience in TIC training. (2+ years)	
TIC Curriculum Sample Submitted	Curriculum sample was not submitted.	Curriculum sample submitted provides limited detail.	Curriculum sample submitted provides adequate detail.	Curriculum sample submitted provides very detailed information.	
Previous References	Included no (0) previous references.	Included at least one (1) previous reference.	Included at least two (2) previous references.	Included three or more (3+) previous references.	
Coaching Provided	Program does not provide coaching throughout the duration of the training. (0 coaching sessions)	Program provides limited coaching throughout the duration of the training. (1-3 coaching sessions)	Program provides adequate coaching throughout the duration of the training. (4-10 coaching sessions)	Program provides advanced coaching throughout the duration of the training. (11 or more coaching sessions)	
In-person Training Provided	Program does not provide in-person training throughout the duration of the training. (0 in-person training sessions)	Program provides limited in-person training sessions throughout the duration of the training. (Less than 5 in-person training sessions)	Program provides adequate in-person training sessions throughout the duration of the training. (5 - 10 in-person training sessions)	Program provides advanced in-person training sessions throughout the duration of the training. (11+ in-person training sessions)	
Familiarity with this region	Program trainers are not familiar with this region.	Program trainers have limited familiarity with this region.	Program trainers have adequate familiarity with this region.	Program trainers have advanced familiarity with this region.	

TOTAL SCORE: ___/18