

RFP HSS-13-018

TRAUMA-INFORMED CARE HOMELESS SERVICES NETWORK

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH**

The Division of Substance Abuse & Mental Health (DSAMH) is seeking to contract with one or more individuals to establish a trauma-informed services framework in Delaware's network of homeless services providers. The successful bidder will be expected to achieve the following deliverables:

- Complete implementation of an approved trauma-informed care organizational self-assessment tool and performance improvement process with homeless service providers.
- Provide education, training and technical assistance on trauma-informed care to homeless services providers, responsive to the results of each organization's self-assessment and performance improvement process.
- Sponsor at least one trauma-informed care training for homeless services providers that reinforces training content from previous trauma informed care training (NCTIC, January 2013,) that focuses on practical implementation strategies and that features the experiences of providers and people who have experienced homelessness.
- Identify, provide and/or publicize the availability of technical assistance resources (training DVDs, books, and training manuals) for homeless service providers and others, and provide DSAMH with this information to add to its website and/or lending library.
- Develop processes to support service coordination and linkage for young adults (ages 16 -18) in a homeless status who are aging out of the child-serving systems and at risk of being re-traumatized as they make the transition to adulthood.
- Initiate the development of collaborative, integrated service coordination arrangements with behavioral health and primary care organizations to increase access for persons experiencing homelessness.

All interested parties must have a minimum of a Master's degree in Mental Health, Addictions or Co-occurring or a related field from an accredited college or university and a minimum of five (5) years of experience in behavioral health services.

Determination of qualified applicants will be based on a review of credentials (50%), and experience (50%). An example of credentials may include but is not limited to Level of Education, Field(s) of Study, additional certifications/training, and letters of recommendation. An example of experience may include but is not limited to the number of years working in the related field(s) and the highest level of responsibility held in the related field(s). Selection of applicant(s) will be made by the Director of Community Mental Health and Addiction Services and the Division Director for Substance Abuse and Mental Health following the interview of one or more qualified applicants.

Any evidence of agreement or collusion among Vendor(s) and prospective Vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such Vendor(s) void.

By responding, the Vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing Vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the Vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware participated directly or indirectly in the Vendor's proposal preparation.

Advance knowledge of information which gives any particular Vendor advantages over any other interested Vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

Resumes must be sent under cover of a brief letter of interest specifying availability and proposed annual salary. **Both the Letter of Interest and the outer mailing envelope must reference RFP HSS-13-018.** Any submission without the required information will not be reviewed. **Applications will be accepted from both individual and organizational applicants.** Actual service location, hours and rate of compensation is subject to negotiation. Two (2) copies of resumes and letters of interest are to be submitted to:

Mr. Kieran Mohammed
Department of Health and Social Services
Division of Management Services, Procurement Branch
Herman M. Holloway Sr. Health and Social Services Campus
1901 N. DuPont Highway
Administration Building, 2nd Floor, Rm 257
New Castle, DE 19720

Deadline for submission is **11:00AM on Friday, April 12, 2013.** Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer. Tentative vendor selection date is **May 3, 2013.** All questions regarding this request

should be directed to Mr. Ceasar McClain via email at dsamhbussinesoperations@state.de.us or Mr. Kieran Mohammed at Kieran.mohammed@state.de.us

If a bidder wishes to request a debriefing, he must submit a formal letter to the Procurement Administrator, Herman M. Holloway Campus, Delaware Health and Social Services Main Building, 2nd Floor, Room 257, 1901 N. DuPont Highway, New Castle, Delaware 19720 within 10 days after receipt of Notice of Award. The letter must specify reasons for the request. The debriefing will not be conducted until the Request for Proposal process is completed. Freedom of Information requests should be directed to Mr. Jay Lynch, jay.lynch@state.de.us.

The Division of Substance Abuse & Mental Health adheres to Department of Health & Social Services Policy Memorandum #13 Non-Discrimination.