

RFP HSS-13-028

**TRAUMA CLINICAL CONSULTANT SERVICES
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 or organizations to assist behavioral healthcare organizations align their policies, procedures, personnel, and environments with the principles and practices of trauma-informed care so as to avoid causing additional harm to clients, and to enhance healing and recovery. This RFP is also intended to align behavioral healthcare organizations with the other health and human service systems that serve people with serious and persistent mental illness and addiction that are also working with DSAMH to transform to trauma-informed organizations. Achieving this objective will ensure that persons with behavioral health conditions will encounter in these settings the messages, services and supports consistent with current knowledge and practice about the impacts of trauma and best practices for healing from trauma.

Scope of Work/Service Description

The successful bidder will be expected to achieve the following deliverables:

Act as clinical consultant with designated mental health and addictions provider staff, peer supporters and organization management, including the following activities:

- Encourage and prompt staff to generate creative ideas as they transform into settings that are welcoming, calm, accepting and supportive places of healing and recovery.
- Conduct informal, collaborative group and individual supervision to assist staff identify and appreciate the myriad adaptations to the experience of trauma, and how these adaptations appear in physical, psychological, behavioral and social manifestations.
- Identify optional approaches for clients to express and manage the sequelae of trauma in their lives in ways that improve their opportunities for recovery and fulfillment, such as sensory integration, artistic expression, and physical activity.
- Promote trauma-informed policies and procedures in designated provider organizations to support the healing of people with trauma histories, and assisting providers to develop trauma-informed content for person-centered recovery plans.
- Collaborate with the DSAMH grant staff and the individual organizations to identify appropriate benchmarks and milestones for each organization.

The applicant will provide these services in the State's community mental health centers, substance abuse outpatient clinics and/or Assertive Community Treatment (ACT) teams over the course of the contract period. Location assignments for the consultants will be determined by the Project Director in consultation with the consultants. The applicant will engage with the Project Director and the organization's Executive Director in guiding and evaluating the progress of the consultation.

Consultant Qualifications

Individual applicant(s) must have a Master's degree in Mental Health, Addictions or Co-occurring or a closely related field, from an accredited college or university and a minimum of five (5) years of clinical experience in behavioral health services, including two (2) years working with trauma and recovery-focused programs. Applicant(s) must also have experience in promoting mental health recovery, assessing for trauma, and implementing trauma-informed care, in addition to familiarity with standard mental health concepts, practices, and procedures. Some supervisory experience is required as well as the demonstration of strong interpersonal skills and written and oral communication skills.

Determination of qualified applicants will be based on a review of credentials (50%), and experience (50%). 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.

Funding and Program Capacity

DSAMH will enter into a cost reimbursement contract with the successful applicant(s) to provide the range of services stipulated in this RFP for the first contract period.

DSAMH will consider an applicant who will ensure the deliverables are met, and in addition will manage the deployment, supervision and compensation of individual clinicians who are deployed for the purposes of this RFP.

The initial contract will be for 12 months, beginning on **July 1, 2013 through June 30, 2014**. The contract will be renewable annually for a maximum of two (2) additional years after **June 30, 2014**, as long as sufficient funding is available and the contractor's performance is satisfactory, consistently meets performance targets, and continues to meet the service system design needs of the DSAMH.

1. Restrictions on Use of Federal Funds

Payments may not be made to any organization that has a policy of excluding individuals from mental health services due to the existence or suspicion of substance abuse or has a policy of excluding individuals from substance abuse services due to the existence or suspicion of mental illness.

Funds may not be used for capital construction, including major renovations, nor for services delivered in institutions except in as much as the service involves redesigning procedures to facilitate the effective transition of institutionalized persons to permanent housing.

2. Reporting Requirements:

Contractor(s) will be required to submit a monthly report on activities and outcomes in a format determined by DSAMH.

Provider will be required to submit an annual progress report in a format determined by DSAMH.

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/budget. **Both the Letter of Interest and the outer mailing envelope must reference RFP HSS-13-028.** 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 **12:00 PM on Monday, May 20, 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 **June 20, 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.