



REQUEST FOR PROPOSAL 21-010

Critical Incident Stress Management Course (3-Day)

Assisting Individuals in Crisis and Group Crisis Intervention Course

Purpose: (Reason for Proposal)

The District 6 Healthcare Coalition is submitting this Request for Proposal (RFP) in order to obtain quotations for (1) 3-day Critical Incident Stress Management Course combining Assisting Individuals in Crisis and Group Crisis Intervention. The District 6 Healthcare Coalition desires the class to be provided in a hybrid environment to maintain safety for the participants.

Background:

The District 6 Healthcare Coalition is comprised of east-central Indiana healthcare organizations striving to develop emergency preparedness, mitigation, response, and recovery capabilities. The district has four (4) core members including hospital, health departments, emergency management agencies and emergency medical services. Associate membership is extended to other healthcare organizations consisting of long term care centers, rural health clinics, renal dialysis centers, home health organizations, hospice organizations, ambulatory surgery centers, mental/behavior health partners, Veterans Affairs/Department of Defense and private agencies/associations.

All of these members are to be considered in any proposal.

Objectives: (List all objectives)

- To train member healthcare provider organizations in psychological first aid, promote critical incident stress management support within District 6, and within the ECI CISM team.
- Provide (1) 3-day Critical Incident Stress Management (GRIN) Course, in a hybrid environment, to the membership of the District 6 Healthcare Coalition
- Course size will be a minimum of (20) participants, and no more than (30) participants

Considerations:

- The Contractor shall provide itemized invoices with invoice numbers to District 6 HHC for all work performed.
- All proposals shall be submitted in itemized format to ensure easy viewing of all components of the required work on Company letterhead or proposal form and will be accompanied by a letter providing an overview of the Company and its ability to provide the service(s) as defined in the Project Deliverables contained in this RFP.
- All agreements entered into shall contain a thirty (30) day no fault severance clause applying to both parties.
- The contractor awarded the contract , or Any portion thereof, shall be required to provide proof of insurance and bonding to the limits of \$ 100,000.00 per occurrence and \$ 1,000,000.00 maximum property liability insurance.
- No portion of an awarded contract may be assigned without District 6 HCC written approval.
- Any legal action arising out of this contract shall be subject to the laws of the State of Indiana.

Scope of Work: (List all items of work to be provided)

1. The 3-day course must be completed during a week day format in consecutive days.
2. The contractor will provide the District 6 Healthcare Coalition with a flyer of the course for distribution to its membership.
3. The contractor will be responsible for the registration of all participants.
4. The contractor will provide all the materials for the course and certificates of completion to all participants.
5. The contractor will complete the course and follow-up activities no later than June 30, 2021.

Other Applicable Submission Criteria:

- Price of contract.
- Samples of similar recent projects.
- Experience and qualifications of proposed assigned staff.
- Proposed timelines for the project
- Listing of three (3) references who have used your services.

Proposal Timeline:

All proposals shall be submitted electronically to the District 6 Healthcare Coalition Operations Manager at mblank02@icloud.com by 4:00 P.M. on May 14, 2021. Proposals arriving after this date and time will not be considered. Inquiries may be made to either principal point of contact listed below.

Principal Point(s) of Contact:

William Gossett
District 6 Healthcare Coalition Chair
2400 West University Boulevard
Muncie, IN 47304
Office: 765-751-6137
Email: wgossett@iuhealth.org

Matt Blankley
District 6 Healthcare Coalition Operations Manager
P.O. Box 187
Union City, IN 47390
Mobile: 765-546-9690
Email: mblank02@icloud.com

Criteria for the Evaluation of Bids/Proposals:

All proposals/bids will be evaluated using the following criteria:

Bid Evaluation Section	Possible Points	Weight	Total Points
Price	5	6	30
Recommended approach / methodology	5	6	30
Samples or examples of recent, similar projects	5	2	10
Suitable proposed timelines	5	2	10
Experience and qualifications of assigned staff	5	2	10
Innovative solutions	5	2	10

Points scored on a scale of 0 to 5

- 0 = no, or irrelevant, response; met no expectations
- 1= poor, little relevance, far below expectations
- 2 = fair, below expectations
- 3 = average, minimum expectations
- 4 = good, above average expectations
- 5 = excellent, exceeded expectations

