

# Request for proposals: Trauma-informed care training services



## Section 1 – Reference

### Overview

United Way of Miami-Dade (UWMD) works to improve education, financial stability, and health by helping all children reach their potential and achieve in school, empowering families and individuals to become financially stable, and improving people's health. Using a collective impact model, United Way engages a broad cross section of public, private and not-for-profit leaders in conversations to create a shared vision for improving education, financial stability and health. United Way has developed strategy maps that guide its community impact work and outline a variety of strategies, including direct services, program funding, advocacy, collaboration, volunteer engagement, public awareness and other tools to create lasting change.

In surveying the needs of our partner agencies, there is a desire for training in the area of trauma. A large percentage of clients being served by our community impact partners have experienced, or are currently experiencing, some type of traumatic event. Additionally, some staff experience secondary trauma, which needs to be addressed. The term "trauma" refers to experiences that cause intense physical and psychological stress reactions ([SAMSHA definitions](#)). These experiences can include homelessness, abuse, neglect, etc., and permeate multiple demographics and service areas. The development of this RFP is in direct response to the needs of our agencies to be better equipped to handle the challenges presented in serving their clients, whose needs may extend beyond the services the agency currently provides.

### Objective

The purpose of this RFP is to identify a trainer(s) who will develop and facilitate a trauma-informed care training for up to 100 nonprofit professionals ([SAMHSA definition of trauma and trauma-informed care](#)). The goal of the training will be to increase the capacity of direct service agencies, to improve the services provided to clients who have experienced trauma. The training should provide participants with some general knowledge and vocabulary around trauma, as well as more specific methods of working with trauma-affected clients, inclusive of staff experiencing secondary trauma. Methods should be applicable in a variety of service providing contexts.

### Participants

The participants of the training will include non-profit professionals working in Miami – Dade County. The range of services provided at these agencies spans United Way's three pillar areas of health, education, and financial stability. ([Examples of service](#)

providing context include: homeless shelters, after school programs, financial coaching, etc.) The age range of the clients served by participating agencies ranges from young children to older adults.

### **The trainer's scope of work includes:**

#### **1. Developing a pre-assessment:**

- The intention of this assessment is to be sure that the training is aligned with the expressed needs of agencies.
- The overall breakdown of work specific sessions can be driven with this information.

#### **2. Creating a training curriculum in collaboration with United Way:**

- Plan should be interactive and applicable to the work of participating agencies.
- Should take into account the need for both general and specific understandings around service types and demographics, such as age, gender, race, etc.

#### **3. Creation of a toolkit:**

- This should be a physical or digital document(s) that can serve as a reference or guide for agencies as a takeaway from this training.

#### **4. Year-end assessment:**

- In order to gauge the effectiveness of the training, it will be important to survey agencies at the end of the service year, which can inform next steps on capacity building and support. United Way can deliver the assessment that trainer develops.

### **Timeframe/Deliverables**

Action Item	Date
Request for Proposal released	June 25, 2018
<b>Application Deadline</b>	<b>July 22, 2018</b>
Finalist contacted for interview	July 30, 2018
Grant recipient announced	August 6, 2018
<b>Training date</b>	<b>September 25, 2018</b>

### **Section 2 – Application Instructions**

- Submit the application narrative, budget information, and additional attachments via email by **5:00 p.m. on July 22** to Diana Santangelo at [santangelod@unitedwaymiami.org](mailto:santangelod@unitedwaymiami.org).
- If there are documents that cannot be emailed, they must be mailed or hand delivered by **5:00 p.m. on July 22** to United Way of Miami-Dade, Ansin Building, 3250 SW 3<sup>rd</sup> Avenue, Miami, FL 33129.
- Proposals will be reviewed and the grantee selected by August 6, 2018.

- Training will take place September 25, 2018.

Please contact John Leverston at 305-646-7095 or [leverstonj@unitedwaymiami.org](mailto:leverstonj@unitedwaymiami.org) for any questions regarding this RFP.

### **Section 3 – Proposal**

1. Contact information
2. What is your prior experience in providing trauma-informed care training? (Max. 500 words)
3. The purpose of this training is to support the needs of United Way of Miami-Dade's partner agencies in applying trauma-specific strategies to their normal service delivery. Our impact partners provide services that align with United Way's goal of building a stronger community in the areas of health, education, and financial stability. Please describe your experience in working with non-profit direct service agencies to build capacity. (Max. 500 words)
4. The scope of services provided will vary by participating agencies, however all areas will generally exist within our three key areas (education, health, financial stability). Please describe how your training will provide general knowledge, as well as area-specific knowledge for participants. What will be the major takeaways for our partner agencies? (Max. 1500 words)
5. Attachments: Sample of previous training; proposed training; detailed budget (including a breakdown of costs).