

**REQUEST FOR PROPOSALS**  
**FOR**  
**MENTAL HEALTH AWARENESS TRAININGS**

Date of Issuance:	June 17, 2018
Proposals due:	July 6, 2018 (by noon)

Questions and clarifications? Please call Maria Ramos at (404) 936-5318

**Submit Proposals to:**  
**Maria Ramos, Program Manager**  
**NAMI Georgia, Inc.**  
**4120 Presidential Parkway Suite 200**  
**Atlanta, GA 30340**  
[manager@namiga.org](mailto:manager@namiga.org)

RFPs are to be received (not postmarked) at the NAMI GA office by Friday, July 6, 2018.

Please also send 35 copies of brochures, flyers, etc. to promote your specific classes.

**BACKGROUND**

NAMI Georgia will provide oversight, including scheduling and subcontracting, for state funded mental health training in the 2,200 Georgia schools through the 16 Georgia RESAs (Regional Education Service Agencies). NAMI Georgia will secure predetermined mental health training through a series of subcontracts with existing entities. NAMI Georgia is seeking qualified entities to submit proposals to conduct instructor led mental health awareness trainings in schools throughout the state of Georgia.

**SCOPE OF SERVICES**

Georgia Schools are required to offer mental health training to all school staff. Below is the menu of trainings that the 16 RESA’s can choose to offer in their individual RESA, District, or in one of the 2,200 schools throughout the state of Georgia. Please feel free to submit any other Mental Health Awareness Trainings your entity may provide for consideration. (Note: these are in-person trainings only and can not be funded by any other source. Partial funding may be allowed. Please specify if so.)

#	Training
1	ASIST (Applied, Suicide Intervention Skills Training)
2	Adult Mental Health First Aid
3	Youth Mental Health First Aid
4	QPR (Question, Persuade, Refer)
5	CWTC Trauma 101 for School Professionals
6	Brain 101
7	DECAL Social-Emotional Strategies
8	NAMI CIT-Youth
9	NAMI Ending the Silence for School Staff

\*see appendix for narratives

NAMI Georgia understands that subcontractor(s) may not be able to perform all training and/or meet the volume of demand therefore several subcontractors will be awarded.

**PERIOD OF PERFORMANCE**

The subcontracted time period will be from July 1, 2018 – June 30, 2019.

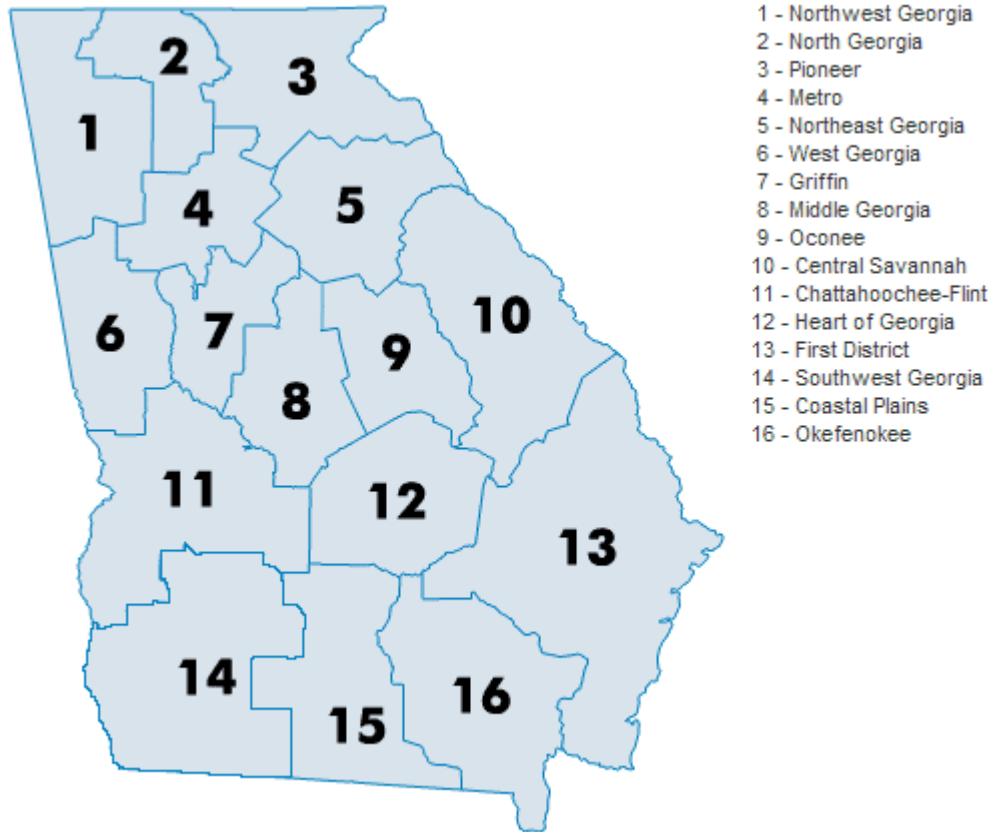
Expected time schedule; potentially high demand times include:

- July 30, 2018-August 17, 2018
- December 17 -21, 2018
- January 2-11, 2019
- May 28-31, 2019

**EXPECTED DELIVERABLES**

Mental Health Awareness Trainings will be held throughout the state. Subcontractors will be expected to travel to all areas of the state to provide training. Please identify what areas of the state the subcontractor has trainers that are already available:

**Regional Educational Service Agencies (RESAs) below:**



Availability in an area will not preclude a subcontractor but will allow NAMI Georgia to plan for areas that may not be covered.

Mental Health Awareness Trainings will be in person trainings and shall include:

1. Sign-in sheet
2. Pre and post test
3. Course evaluation with data report submitted in excel to include anecdotal comments (Note: An excel may be provided to you by NAMI GA to streamline data entry from all subcontractors)
4. Minimum of two experienced/certified trainers scheduled for each class/program/presentation/training
5. Ability to respond and schedule emailed request within five days

Subcontractors must provide a detailed course curriculum identifying:

- Course name
- Pre and post test to be used
- Evaluation to be used
- Outcomes of the class that will enable the participant to utilize his/her learning in the workplace
- Mode(s) of instruction
- Minimum duration of each course
- Number of sessions per course
- Maximum audience capacity
- Cost of course
- If applicable, a sample of current database used for evaluation collection (i.e. excel sheet)

Subcontractors are responsible for all materials associated with their respective class, training, presentation, etc.

### **DESCRIPTION OF QUALIFICATIONS**

Proven experience in teaching or providing above mentioned mental health awareness training and experience in managing contracts.

Qualifications and Experience of Trainers/Instructors – Instructors must hold required certification to teach their assigned class.

To be eligible to become a vendor of NAMI Georgia, Inc. you must complete the following:

1. Provide evidence of general liability insurance of \$2,000,000 in the aggregate
2. Complete a W-9 form
3. E-verify enrolled for business and complete the e-verify process for all subcontractors
4. To the extent the contractor is subject to the requirements, contractor shall maintain workers compensation

### **COST OF SERVICES**

Fee for service only - (trainings are not to be used to meet other grant outcomes)

This portion of the proposal will be evaluated on, but not limited to:

1. Reasonableness of the proposed costs in what is considered standard in the industry/comparable to what others have paid for similar services.
2. Basis on which prices are quoted.

### **DESCRIPTION OF REQUESTED RESPONSE**

- Description of Organization

- List of courses to be provided and cost per unit
- Detailed course curriculum as outlined above
- Contact information
  - Agency
  - Name
  - Address
  - Email
  - Cell

**CRITERIA FOR EVALUATING RESPONSES TO THE RFP**

- Areas of state where contractors can provide services
- Ability to partner and build relationships with staff/families
- Cultural sensitivity/responsiveness
- Understanding of the programs
- Experience providing similar services
- Please keep the RFP simple - no more than 2 pages.