

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

Date of Issuance:	June 17, 2018
Proposals due:	Rolling Acceptance as of 8/1/18
Revision I:	January 11, 2019
Revision II:	March 1, 2019

Questions and clarifications? Please email Jennifer Cardenas at  
[cyam@namiga.org](mailto:cyam@namiga.org)

**Submit Proposals to:**  
**Jennifer Cardenas, Associate Program Director**  
**NAMI Georgia, Inc.**  
**4120 Presidential Parkway Suite 200**  
**Atlanta, GA 30340**  
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**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.)**

#	Training
1	ASIST (Applied, Suicide Intervention Skills Training)
2	Adult Mental Health First Aid
3	SafeTALK
4	QPR (Question, Persuade, Refer)
5	CWTC Trauma 101 for School Professionals
6	CWTC Brain 101
8	CWTC Trauma/Brain 201: Building Resiliency
9	CWTC Secondary Trauma
10-12	DECAL Early Childhood Strategies (PK-5)
13	DECAL Nurturing an Effective Workforce
14	DECAL Understanding Social-Emotional Development (PK-5)
15	DECAL Behavior Communicates (PK-5)
16	NAMI Ending the Silence
17	NAMI CIT-Youth (Youth in Crisis Training)
18	Youth Mental health First Aid

NAMI Georgia understands that subcontractor(s) may not be able to perform all training and/or meet the volume of demand therefore several subcontractors may be awarded for standardized, multi-agency adopted courses.

**PERIOD OF PERFORMANCE**

The subcontracted time period will be from July 1, 2018 – September 31, 2019 and will auto-renew unless a written request to dissolve contract is received from/by either party.

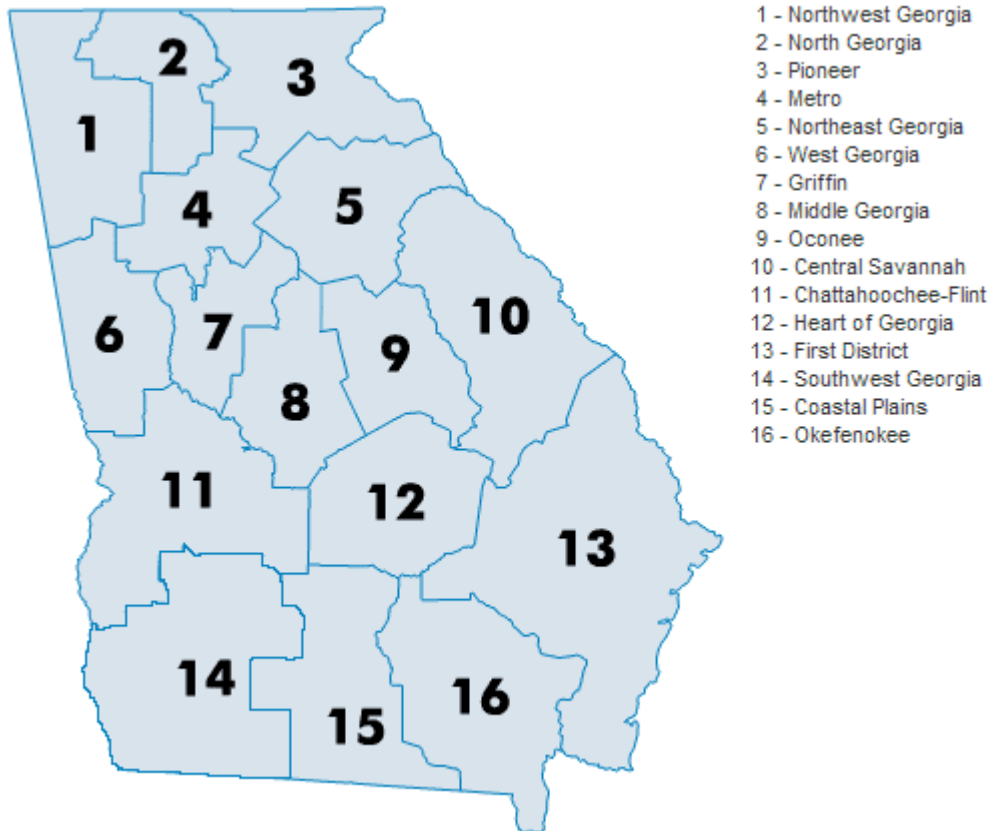
Expected time schedule; potentially high demand times include:

- May 28-31, 2019
- June 1- August 31, 2019
- January 2-10, 2020
- All Professional Development Days

**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:**

- Sign-in sheet
- Pre and post test
- 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)
- Minimum of two experienced/certified trainers scheduled for each class/program/presentation/training
- 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. Materials may not be forwarded to the school, district, or RESA for printing.

### **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
- Organizations must be an established, registered nonprofit

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

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

### **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:

- Reasonableness of the proposed costs in what is considered standard in the industry/comparable to what others have paid for similar services.
- 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.