

**STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR PROPOSALS (RFP: 85)**

**FOR**

**Statewide Coordination and Implementation of the Team Two Training  
Curriculum for Law Enforcement and Designated Agency Personnel**

**ISSUE DATE: 05/06/2022**

**QUESTIONS DUE: 05/20/2022**

**BIDDERS' CONFERENCE: 05/24/2022 3:00pm – 3:30pm**

**RFP RESPONSES DUE BY: 05/30/2022, 4:30pm ET**

**I. OVERVIEW**

The Department of Mental Health (DMH; the State) is soliciting competitive sealed, fixed proposals (Proposals) for Team Two Training from qualified offerors. If a suitable offer is made in response to this Request for Proposal (RFP), the State may enter into a contract (the Contract) to have the selected offer (the Contractor) perform all or part of the work.

**II. RFP OBJECTIVE**

The purpose of this RFP is to obtain proposals for the statewide coordination and implementation of the "Team Two" training curriculum for law enforcement and Designated Agency (DA) personnel, as well as programs focused on the appropriate identification and response to individuals with mental illness who are experiencing a psychiatric crisis. DMH is seeking an organization that will work closely with the State and community partners to coordinate the state-wide implementation of Team Two using a train-the-trainer model and the development of interdisciplinary training teams in at least four separate regions throughout Vermont. As training teams in each region are fully developed, the coordinating organization will ensure that the regional teams conduct Team Two training workshops within their own catchment areas. Each training team will consist of local law enforcement, local mental health agency crisis staff, and other relevant stakeholders.

**III. BRIEF DESCRIPTION OF THE ORGANIZATION**

The Vermont Agency of Human Services (AHS) strives to improve the health and well-being of Vermonters today and tomorrow and to protect those among us who are unable to protect themselves. The scope of AHS is profound. Through its six departments, twelve district offices, and a network of community partners and providers, it is responsible for the implementation and delivery of all human service programs within the state. Each department has a distinct area of



focus and responsibility and contributes to the creation and sustenance of an entire system of human service supports. The Department of Mental Health (DMH) resides under the Agency of Human Services and has the same critical mission in mind: to improve the conditions and well-being of Vermonters and protect those who cannot protect themselves. DMH continues to focus on its vision for self-determination, empowerment, recovery, and resiliency. This means being responsive to the needs of Vermonters and their families, as well as continuing to challenge ourselves to try to change society's culture, philosophy, and values, while working to fully embrace the concepts of recovery and resiliency. By improving our effectiveness and coordination of programs and services around the State, we will help Vermonters meet their needs.

#### **IV. SCOPE OF SERVICES REQUESTED**

##### ***A. Population overview and additional information***

1. General target population for services
  - a) Law enforcement
  - b) Law enforcement dispatch
  - c) Designated Agency's Emergency Service workers

##### ***B. Scope of Services***

1. Development and delivery of a statewide annual "Team Two" training schedule and provide a minimum of 10 training sessions during the contract period, including targeted training for dispatchers.
2. Develop, implement, and analyze the results of a survey of the effectiveness of the training materials and training that is provided.
3. Provide a lead coordinator or trainer (Coordinator) for both the train-the-trainer sessions and the subsequent regional rollouts with trainers. Coordinator must have a good working knowledge of Title 18 ([18 V.S.A. § 7101](#)) and familiarity with the many parties involved in implementing the law.
4. Develop a guideline for individuals to self-identify as trainers and will consistently assess the readiness of trainers to determine if additional train-the-trainer sessions are necessary. Team Two training sessions will include both law enforcement and mental health crisis teams, in each region, to model the working relationship throughout the day.
5. Review all materials and roles with trainers at a planning and preparation session prior to training.
6. Be responsible for curriculum preparation and provision of educational handouts for



the day.

7. Aid trainers regarding organizing an inter-disciplinary panel and formatting their presentation on regional resources.
8. Collaborate with the Vermont Criminal Justice Training Council to promote the pre-requisite training.
9. Identify and develop Team Two leaders within all police departments, across all work shifts. The coordinator will identify leaders within police departments to model responses and train others within the department.
10. Team Two trainings should allow and encourage attendance of law enforcement officers, crisis clinicians, dispatchers and emergency department personnel being the primary invitees, when space is available others invited will be state's attorneys, emergency medical services (EMS), advocates, family members, peers, and judges. This is not intended to be an all-inclusive list and other appropriate parties should be invited to participate as well.
11. Maintain a Team Two Steering Committee that oversees, monitors, and reviews evaluations of the training efforts. This group will have representatives from Vermont State Police, local and city police, the Department of Mental Health, designated and specialized service agencies, family members, the Vermont Association of Hospitals and Health Systems, the Department of Disabilities, Aging, and Independent Living, advocates, the Vermont Criminal Justice Council, a representative member of the committee that oversees Act 80 mental health law enforcement training, and the Department of Health's Division of Alcohol and Drug Abuse Programs.
12. Work with the Team Two Steering Committee to develop recommendations for improving the access, coordination, and efficient implementation of the various mental health law enforcement training that is currently being offered in the state (e.g., Act 80 training, Team Two, Mental Health First Aid).

## V. PROPOSAL EVALUATION

### A. Process Overview

Proposals submitted to DMH for this solicitation will be reviewed by a scoring committee selected by the Department. The individuals selected to serve on the scoring committee will be selected based on their programmatic expertise and experience with the target population so that they can provide substantive input on the submitted proposals.

Vendors who do not meet the following criteria will be excluded from consideration.

### B. Evaluation Scoring



**State of Vermont**

Department of Mental Health  
280 State Drive, NOB 2 North  
Waterbury, VT 05671-2010  
<http://mentalhealth.vermont.gov/>

*Agency of Human Services*

[phone] 802-241-0090  
[fax] 802-241-0100  
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The State will use a scoring scale of 60 total points, with a maximum of 40 points awarded based on the Technical Proposal and a maximum of 20 points awarded based on the Cost Proposal. Points are divided into categories set forth below.

<b>Technical Proposal</b>	
Experience/Qualifications	20
RFP Requirements	20
Budgets	20
<b>Total Points</b>	<b>60</b>

## VI. FINANCE

### A. Financial Standards

The Department anticipates using Federal funds for the resulting contract(s). The Department may choose to modify the source of funding contingent upon the availability of funds at the time of award. Any selected Vendor will be subject to the requirements in the Catalog of Federal Domestic Assistance CFDA#93.778, U.S. Department of Health and Human Services, Centers for Medicare and Medicaid.

## VII. REQUIREMENTS FOR SUBMISSION

### A. Proposal Format

Use standard 8.5" X 11" page size. Documents must be single-spaced and use not less than a twelve-point font. Pages must be numbered. The proposal should be comprehensive, yet concise. The proposal must follow the sequence of information requested in the "Bid Requirements" section below. State your organization's name on each page of your program proposal/bid and on any other information you are submitting.

1. A brief description of the organization which includes its history, organization structure and size, and qualifications to provide the required services.
2. A statement and discussion of the Proposer's analysis of the RFP requirements. This should include:
  - a) How the staff and services needed will be provided
  - b) Statement and discussion of anticipated major difficulties and problem areas (if any), together with potential or recommended approaches to their solution.
3. Acknowledgement of agreement with customary State and Agency terms and conditions contained in Attachments C-F.

### B. Cover Letter

Please provide an introduction to your company and proposal via a cover letter. All bids submitted to the State are considered public records. Please note in your cover letter if any information in your proposal is considered proprietary and confidential.



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1. **Confidentiality:** To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).
2. The successful response will become part of the contract file and will be a matter of public record, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under the State's Public Records Act, 1 V.S.A. § 315 et seq., the bidder shall submit a cover letter that clearly identifies each page or section of the response that it believes is proprietary and confidential. The bidder shall also provide in their cover letter a written explanation *for each marked section* explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, the bidder must include a redacted copy of its response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances can the entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

## VIII. QUESTION AND ANSWER PERIOD

Any vendor requiring clarification of any section of this RFP or wishing to comment or take exception to any requirements of the RFP must submit specific questions in writing no later than the deadline for questions indicated on the first page of this RFP. Questions may be emailed to: [Samantha.Sweet@vermont.gov](mailto:Samantha.Sweet@vermont.gov), the point of contact. Any comments, questions, or exceptions not raised in writing on or before the last day of the question period are waived.

## IX. BIDDERS' CONFERENCE

A non-mandatory, virtual bidders' conference will be hosted as a Teams Meeting. The conference will be held on May 24, 2022. The meeting information is list below. Please contact [Samantha.Sweet@vermont.gov](mailto:Samantha.Sweet@vermont.gov) with questions.

**Microsoft Teams meeting:**

Join on your computer or mobile app -[Click here to join the meeting](#)

Or call in (audio only) – (802) 552-8456; Phone Conference ID: 544 544 54#

## X. DELIVERY OF PROPOSALS



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Please provide an electronic copy of the proposal no later than 4:30 pm ET on 05/30/2022, to:

[Jennifer.Rowell@vermont.gov](mailto:Jennifer.Rowell@vermont.gov)

Please use Microsoft Office and standard PDF files.

**XI. ADDITIONAL INFORMATION**

DMH reserves the right to accept or reject any or all bids. If a contractor is selected, representatives will be invited to negotiate a contract.

DMH will not pay any bidder costs associated with preparing or presenting any proposal in response to this RFP.

The contractor will agree to the State of Vermont usual contract and payment provisions. These specifications are posted with this RFP and include:

- Attachment C: Customary Provisions for Contracts and Grants
- Attachment E: Business Associate Agreement
- Attachment F: AHS Customary Contract Provision

