

## **Request for Bids #2022-HCS-8000**

### **Title: Training First Responders Project**

This is a request for bids to design and provide training to a variety of first responder populations in Florida, including law enforcement personnel, first responders, and emergency medical and mental health personnel who will encounter, interact, and intervene with individuals with intellectual and developmental disabilities who have co-occurring mental health diagnoses and/or challenging behaviors. The curriculum will focus on recognizing individuals with intellectual and developmental disabilities who have co-occurring mental health diagnoses and/or challenging behaviors, and effectively communicating and interacting with them, to include strategies for communicating verbally and through augmentative and alternative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations. Training will be pilot tested in three areas of the state in two live and one virtual format and revised as necessary. During the planned second year of the project, a train-the-trainer curriculum will be developed, and training will be offered across the state. Included in this request for bids is information relating to the Scope of Work for Year 1 of the project and bid information to be submitted.

**Date of Release:** July 18, 2022

**Due Date: Electronic bids will be accepted until 4:00 pm EDT on Thursday, August 18, 2022.** All submissions must be marked with Request for Bids #2022-HCS-8000. Please allow enough time to upload your bid into the FDDC's Dropbox. Depending upon the size of the bid, it may take additional time to upload. Any bids received after the date and time set forth above will be considered unresponsive and will not be considered by FDDC.

Bids shall be electronically submitted via FDDC's Dropbox at <https://www.dropbox.com/request/bVC8enGdmhCdWN5cezbB>

**Contact:** Questions regarding the requirements of the Request for Bids for the Training First Responders project may be emailed to [proposal@fddc.org](mailto:proposal@fddc.org) and must be received by 4:00 pm EDT on Monday, August 1, 2022.

**QUESTIONS ARE TO BE SUBMITTED IN WRITTEN FORMAT ONLY. THIS IS A LEGAL PROCESS AND WE CANNOT ANSWER QUESTIONS VERBALLY.**

**Answers to the questions received will be posted on the Council's website ([www.fddc.org](http://www.fddc.org)) by Wednesday, August 3, 2022, at 4:00 pm EDT.**

**Bid results will be posted on the FDDC website on August 29, 2022.**

**Cone of Silence:** For purposes of this solicitation, FDDC has established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal

solicitations for goods or services (formal proposals, Request for Proposals, Invitation for Proposals, Request for Bids) issued by the FDDC with the exception of the formal written questions that may be submitted as described above. The period commences from the date of advertisement until award of contract.

**Applicable Laws and Regulations:** All applicable Federal and State laws, county and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the services to be provided shall apply to the bid/proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

**Funds Available:** The Florida Developmental Disabilities Council, Inc. (FDDC) has set aside a maximum of **\$150,000** federal funds for a period not to exceed 12 months for fiscal support of this bid request. The award will remain firm for the contract period unless addendums to the scope of work are required by the funder.

**Funding Source:** 100% federal funds, CFDA #93.630 from the U.S. Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities, through FDDC.

**Required Match:** A match of not less than 25% of the approved cost of the project is required.

**Ineligible Entities:** Federal regulations limit and restrict the ability of individuals or entities debarred or suspended by a Federal Agency from doing business with, or contracting for the use of federal funds with, the Council. See 29 CFR, Part 98; 45 CFR, Part 76.

## **Background**

Until recently, co-occurring intellectual and developmental disabilities (I/DD) and mental health were not recognized as a frequent combination. The de-institutionalization movement of the 1970s and 80s led to individuals with both I/DD and behavioral challenges being placed in community settings. The first articles appearing in professional journals regarding this population occurred in the early 1980s; however, there was no movement to understand and treat this group differently and the developmental disability and mental health service systems were seen as totally separate. People with both conditions were often bounced between the two service systems, with neither accepting responsibility. Initially, information was available about individuals with intellectual disability and mental health conditions. With the increasing prevalence of autism spectrum disorder (ASD), the current literature is geared to that population. The most current figures from the Centers for Disease Control and Prevention found that 35.2% of people with ASD have co-occurring intellectual disability. The most generally accepted number of people with I/DD with co-occurring mental health diagnoses is 40%, but it is thought to be conservative. More recent studies have found the rate of co-occurring ASD and mental health diagnoses to be as high as 78%. The rate is higher in individuals with ASD than individuals with intellectual disabilities.

The most commonly occurring mental health diagnoses seen include anxiety (22-84%), depression (40%), and attention deficit disorder (50%). Bipolar is seen in 6-21% of individuals with ASD. These co-occurring I/DD and mental health conditions often result in significant behaviors, which present a challenge to community inclusion and placement in less restrictive environments. The

individuals require more costly service plans and families are less likely to maintain their children at home due to the difficulties they present. Their externalizing behaviors often result in interactions with law enforcement, mobile crisis units, and hospital emergency room personnel. Often, these contacts result in high rates of both voluntary and involuntary placement in psychiatric units or facilities, or worse yet, in jails that are ill equipped to serve them.

Although there are a number of reports on training for law enforcement personnel, there are fewer studies regarding training for mobile crisis units, hospital emergency department personnel, 911 call center staff, and fire/Emergency Medical Technician (EMT) units; all of whom play a role in the quick and appropriate treatment for individuals with I/DD in a mental health crisis.

In Florida, there is legislatively mandated training for police officers signed into law in 2017. Another mandated training involves interviewing individuals with autism and the right of the individual or their family member to provide someone who is expert in autism to assist in the interview process. The third legislatively mandated training is for 911 operators to recognize when a caller is talking about an individual with autism and provides information about the disorder and common threats to their safety.

This project seeks to develop and provide training to law enforcement personnel, first responders, and emergency medical and mental health personnel who will encounter, interact, and intervene with individuals with intellectual and developmental disabilities who have co-occurring mental health diagnoses and/or challenging behaviors on recognizing and effectively communicating and interacting with them, to include strategies for communicating verbally and through augmentative and alternative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations.

**The FDDC is seeking the lowest and most responsive bidder meeting the minimum requirements who can fulfill the following scope of work and meet the timelines outlined in this bid request:**

### **Scope of Work to Be Provided**

1. Appoint an advisory committee that will minimally include first responders, emergency medical and mental health personnel, school administrators, the Agency for Persons with Disabilities (APD), Florida Department of Law Enforcement, service providers, family members, and individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors.
  - a. Select advisory committee members with input from FDDC staff. (September 30, 2022-October 31, 2022)
  - b. Hold virtual advisory committee meetings at least once each quarter. (November 1, 2022-August 15, 2023)
  - c. Develop meeting minutes and document input from advisory committee. (November 1, 2022-August 15, 2023)
  - d. Submit minutes of advisory committee meetings with appropriate quarterly deliverables. (December 15, 2022; March 31, 2023; May 31, 2023; September 15, 2023)

2. Investigate state legislative rules and policies regarding training of law enforcement personnel, first responders, and emergency medical and mental health personnel in I/DD and co-occurring mental health diagnoses and/or challenging behaviors, including autism.
  - a. Gather legislative requirements and rules, policies, and practices regarding training for law enforcement personnel, school resource officers, and 911 operators in Florida. (September 30, 2022-February 28, 2023)
  - b. Gather formal policies and practices regarding training for other first responders, hospital ER personnel, and Baker Act receiving facilities. (September 30, 2022-February 28, 2023)
  - c. Provide a report summarizing the findings regarding the current state of training in Florida for the stated populations. (Draft report submitted February 28, 2023, final report submitted March 31, 2023)
3. Survey existing training in Florida (e.g., Autism Society Florida, Centers for Autism and Related Disabilities (CARD), Florida Department of Law Enforcement, Adult Protective Services, foster care system).
  - a. Identify providers of existing training in Florida who educate the stated populations about individuals with I/DD and co-occurring mental health diagnoses and/or challenging behaviors, including autism. (September 30, 2022-February 28, 2023)
  - b. Access existing training curriculum for review when possible. (September 30, 2022-February 28, 2023)
  - c. Construct an annotated list of existing training in Florida for the stated populations. (Submitted March 31, 2023)
4. Develop training for law enforcement personnel, first responders, and emergency medical and mental health personnel to include: Recognizing and effectively communicating and interacting with individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors, to include strategies for communicating verbally and through augmentative and alternative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations.
  - a. Identify, revise, or develop training curriculum for the stated populations that can be implemented live or virtually to include identification of individuals who have co-occurring mental health diagnoses and/or challenging behaviors, to include strategies for communicating verbally and through augmentative communication methods, the use of de-escalation strategies, behavior management techniques, and safe physical management considering physical limitations. (Draft due March 31, 2023)
  - b. Identify, revise, or develop evaluation measures that include pretest-posttest of knowledge, attitude toward individuals with I/DD and co-occurring mental health diagnoses and/or challenging behaviors, and self-efficacy of training participants. (Draft due March 31, 2023)
5. Pilot training in three areas of the state (two must be live and one virtual) with law enforcement personnel, first responders, and emergency medical and mental health personnel, and revise, as necessary.

- a. Submit final pilot version of training curriculum and evaluation measures. (May 1, 2023)
- b. Provide two live pilot trainings to the stated populations in different areas of the state. (May 1, 2023-July 31, 2023)
- c. Provide one pilot virtual training in a third area of the state. (May 1, 2023-July 31, 2023)
- d. Collect evaluation data from the three trainings and analyze results. (May 1, 2023-September 15, 2023)
- e. Revise training, as necessary. (August 1, 2023-September 15, 2023)
6. Fulfill Council programmatic requirements.
  - a. Complete and submit an updated work plan. (December 15, 2022; March 31, 2023; May 31, 2023; September 15, 2023)
  - b. Participate in a mid-term review of the project. (No later than March 31, 2023)
  - c. Complete and submit an Executive Summary with the final deliverable that provides all components set forth in the contract (e.g., overview of major activities, outputs, outcomes, summary and analysis of data, recommendations for future action). (September 15, 2023)

### **Timeline**

The timeline for the work for the Training First Responders project is September 30, 2022, through September 29, 2023.

### **Bid Submission Instructions**

Interested individuals must submit the following Bid Information by 4:00 pm EDT on Thursday, August 18, 2022:

- The bid must include the following:
  - A signed Letter of Transmittal confirming that you understand the Scope of Work required; confirming that you will be able to perform all the work specified in the Scope of Work within the specified timeframe; and providing your name, the name of your organization (if applicable), your address, phone number, email address, SAM Unique Entity ID (if available), and SAM.GOV registration status including expiration date or date registration was submitted.
  - A completed Budget Request Form, which must include the requested FDDC budget funds and describe match itemized by line item, including FTE and/or hourly rate information for all personnel and/or consultants. A match of 25% is required for this project.
  - A narrative description of your experience in the development and provision of training for first responder populations regarding recognizing and effectively communicating and interacting with individuals with intellectual and developmental disabilities and co-occurring mental health diagnoses and/or challenging behaviors. Include information about the personnel and/or consultants who will be providing the training to the first responder populations.
  - A completed Training First Responders Bid Work Plan Template to include Person(s) Responsible and Bidder's Qualifications to Deliver Planned Scope of Work and Services.

- A sample of a training product you have developed and delivered on this topic for a first responder audience.

### **Bid Selection**

The lowest and most responsive bid will be selected contingent upon a Letter of Transmittal confirming that the bidder can (1) perform all the work outlined in the Scope of Work within the specified time frame, and (2) demonstrate responsiveness in meeting the minimum requirements described within this bid request as indicated through the narrative description, Training First Responders Bid Work Plan Template, and sample training product. The Council reserves the right to select the next lowest bid if the lowest bid is not found responsive in meeting the minimum requirements. The FDDC reserves the right to reject any or all bids. Verification of mandatory terms and conditions must be met prior to contract execution. No work shall begin until a contract is executed by the FDDC.

### **Minimum Requirements to Determine Responsiveness**

- **Budget narrative:** Sufficiently supports FDDC funds and match requested.
- **Collaboration with diverse stakeholders:** Identifies experience in collaborating with and facilitating diverse stakeholder groups, including individuals with I/DD who have co-occurring mental health diagnoses and/or challenging behaviors and their families.
- **Research experience:** Identifies experience in research and providing written results.
- **Curriculum and training development experience:** Identifies experience in developing curriculum and providing training for at least one of the following categories: law enforcement personnel, first responders, or emergency medical and mental health personnel in recognizing and interacting with people with I/DD and co-occurring mental health diagnoses and/or challenging behaviors.
- **Evaluation experience:** Identifies experience in evaluation and analysis.
- **Organizational capacity:** Identifies sufficient and qualified staff and resources to fulfill the Scope of Work as prescribed in the work plan and/or narrative.
- **Product review:** Product submitted is professionally written, meets adult/active learning styles, contains clearly defined outline or objectives, and includes evaluation or assessment, if applicable.