

Bid Contact Name is the name of the person responsible for questions regarding the Bid. When completed, re-name the document and return to [Ahs.DOCCOContractsGrants@vermont.gov](mailto:Ahs.DOCCOContractsGrants@vermont.gov)

## VERMONT BUSINESS REGISTRY & BID SYSTEM (EBB)

Project Title: Peer Support Consultant

Type of Bid:  Request for Proposals  
 Request for Information  
 Job Contract

Date of Bid Opening: 08/03/2016      Date of Closing: 8/15/16      Time of Closing: 04:30pm

Questions Submitted By: 08/09/16      Answers Posted By: 08/12/16

Location (type "Statewide" or Name of County): Statewide

Bid Contact Name: Heather Simons

Bid Contact Address: 280 State Drive, NOB 2 South, Waterbury, VT 05671-2000

E-Mail Address: heather.simons@vermont.gov

Bid Contact Phone: 802-241-2386      Bid Contact Fax (optional): none

Service Description (Scope of Work):

The Vermont Department of Corrections (DOC) continues to build a department plan that addresses organizational trauma, traumatic stress, as well as training and building capacity with the DOC Peer support team. The DOC leadership is committed to developing a plan that works in conjunction with our current efforts to build department resilience. We understand that resilience is not the absence of negative events or high stress events, but rather a lessening of the impact of potentially damaging events and experiences. Family support, connection in the community, and good health all cultivate resilience. Positive command culture, such as building pride, fostering team interactions, and modelling leadership from the top is also supporting resiliency. This request for proposal addresses the workforce support through peer support, capacity building, and planning for leadership to sustain organizational resilience.

Consultant will provide

- 1) Assessment services to the DOC Peer Support team. Review the current training base for the DOC and present research efficacy of Peer Support in various disciplines
- 2) Work with the Training Directors and Peer Support Leaders on expansion and capacity for peer support teams
- 3) Advise and consult with DOC Policy Analyst to begin development of DOC Peer Support policy
- 4) Work with Peer Support Team, and Executive leadership on succession planning, support and training for Peer support for both field and facility.
- 5) Planning for DOC expanded Peer support team. Action planning for Peer Support train trainer model.
- 6) A model for supporting and debriefing with DOC special teams, for example; Local SRT teams, Sex offender Probation officers, Community Correctional Officers, and facility supervisors

Consultant will provide presentation and facilitation with executive leadership that will include the following areas

- 1) Executive Leadership Presentation and facilitation addressing national perspectives and research regarding traumatic stress in Corrections.
- 2) The effects of Traumatic Stress on organizations and Leadership.
- 3) The latest research on the neurological physiological impact of chronic stress and trauma on staff and an organization.
- 4) Capacity Building and succession planning for Peer Support and DOC leadership development program.
- 5) FTO and Peer support connecting the mission
- 6) Work with the DOC on integrating relevant EAP model
- 7) Front loading organizations addressing by addressing wellness through retention efforts and onboarding process
- 8) Leadership response to incidents

Consultant should expect activities and work hours to expand past training and presentation days, and will include meeting with DOC staff requesting additional time with consultant. Consultant will be available for debriefs and dinner meetings. Evening work and presentations Friday and Saturday night October 7<sup>th</sup> and 8<sup>th</sup> 2016.

Travel days are October 3<sup>rd</sup> and 9<sup>th</sup>. Training, consulting and presentation October 3 to 8<sup>th</sup>.

2 Days of Travel

Travel and Car Rental Expenses-

6 Nights Lodging

3 Training days (2 with Peer support and 1 with staff)

2 days of presentation with executive leadership and commissioners.

One day for follow up work with summary report and recommendations due by Dec 1, 2016

Special Instructions for the bidders: Bids may be submitted electronically or via mail to the address listed. All bids, regardless of format must be received by 4:30pm on August 15<sup>th</sup>.

Request Notification Award Method – Choose all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Vermont Bid Board Web Site | <input checked="" type="checkbox"/> Email to Award Recipient |
| <input type="checkbox"/> Letter of Confirmation     | <input type="checkbox"/> Fax Confirmation                    |

Keyword: Please select all keywords that apply:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accountant                    | <input type="checkbox"/> Electrical Contractor           | <input type="checkbox"/> Office Machines            |
| <input type="checkbox"/> Administrative Support Svcs.  | <input type="checkbox"/> Electrical Equip. & Supplies    | <input type="checkbox"/> Office Supplies            |
| <input type="checkbox"/> Archt & Eng – Building        | <input type="checkbox"/> Electronic Equipment            | <input type="checkbox"/> Painting Contractor        |
| <input type="checkbox"/> Archt & Eng – Non Building    | <input type="checkbox"/> Engineering                     | <input type="checkbox"/> Photo Equipment            |
| <input type="checkbox"/> Audio/Visual                  | <input type="checkbox"/> Expert Witness                  | <input type="checkbox"/> Photo Supplies             |
| <input type="checkbox"/> Automotive                    | <input type="checkbox"/> Farm, Lawn & Garden Equip       | <input type="checkbox"/> Plumbing & Water Treatment |
| <input type="checkbox"/> Badges, Patches, Insignias    | <input type="checkbox"/> Farm, Lawn & Garden Supply      | <input type="checkbox"/> Police Equip/Supply        |
| <input type="checkbox"/> Barber & Beauty Equipment     | <input type="checkbox"/> Food                            | <input type="checkbox"/> Printing                   |
| <input type="checkbox"/> Brokers/Investment Securities | <input type="checkbox"/> Foot ware                       | <input type="checkbox"/> Professional Speaker       |
| <input type="checkbox"/> Building Materials & Supplies | <input type="checkbox"/> Fuels, Oils, Lubricants & Waxes | <input type="checkbox"/> Recreation Equipment       |
| <input type="checkbox"/> Caterers                      | <input type="checkbox"/> Furniture                       | <input type="checkbox"/> Recreation Supplies        |
| <input type="checkbox"/> Classroom/Training Facilities | <input type="checkbox"/> Geographic Information Systems  | <input type="checkbox"/> Research & Development     |
| <input type="checkbox"/> Cleaning Equipment & Supplies | <input type="checkbox"/> Hardwoods                       | <input type="checkbox"/> Safety Equip & Supply      |
| <input type="checkbox"/> Clothing                      | <input type="checkbox"/> Health Care – Equip             | <input type="checkbox"/> Salvage Services           |

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|---|---|---|
| <input type="checkbox"/> Commissary Services              | <input type="checkbox"/> Health Care - Supply         | <input type="checkbox"/> Sanitation Removal/Recycling Svs |
| <input type="checkbox"/> Communications Equip. & Svs.     | <input type="checkbox"/> Highway Equip & Sup          | <input type="checkbox"/> Security Svs.                    |
| <input type="checkbox"/> Computer Hardware                | <input type="checkbox"/> Household Equipment          | <input type="checkbox"/> Snow Removal/Plowing             |
| <input type="checkbox"/> Computer Services                | <input type="checkbox"/> Household Supplies           | <input type="checkbox"/> Social Services                  |
| <input type="checkbox"/> Computer Software                | <input type="checkbox"/> HVAC                         | <input type="checkbox"/> Testing & Inspection Svs         |
| <input type="checkbox"/> Conference/Training Coordination | <input type="checkbox"/> Industrial Equip/Supply      | <input type="checkbox"/> Tool & Hardware                  |
| <input type="checkbox"/> Construction (Building)          | <input type="checkbox"/> Interior Coverings           | <input type="checkbox"/> Water Craft Equip & Supplies     |
| <input type="checkbox"/> Construction (Non Building)      | <input type="checkbox"/> Laboratory Equip             | <input type="checkbox"/> Web Hosting                      |
| <input checked="" type="checkbox"/> Consultant Services   | <input type="checkbox"/> Laboratory Supply            | <input type="checkbox"/> Well Drilling                    |
| <input type="checkbox"/> Containers                       | <input type="checkbox"/> Lawn Maintenance             | <input type="checkbox"/> Window Décor                     |
| <input type="checkbox"/> Custodial/Janitorial Services    |   | <input type="checkbox"/> Legal Services                   |
|   |   | <input type="checkbox"/> Wire & Cable                     |
| <input type="checkbox"/> Education Services               | <input type="checkbox"/> License Plates/other Veh ID. | <input type="checkbox"/> Woodworking                      |
| <input type="checkbox"/> Educational Equip. & Supplies    | <input type="checkbox"/> Medical Services             |   |
|   | <input type="checkbox"/> Metals & Plastics            |   |
|   |   | <input type="checkbox"/>                                  |
|   |   | Microfilming/Microfiche                                   |