REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES TO DEVELOP AND EXECUTE A MINDFULNESS BASED WELLNESS AND TRAUMA INFORMED PROGRAM

(Approval is subject to availability of funds)
BACKGROUND

• The United States Department of Education (USDE) recently awarded federal funding to the Puerto Rico Department of Education (PRDE) to support the recovery efforts of the PRDE school system due to the impact of hurricane Maria.

• There are up to two millions ($2,000,000.00) to complete the goals of this project.
BACKGROUND (CONT.)

• The School Emergency Response to Violence Project (SERV) or Project Serve is a grant that provides funds for services that are reasonable and necessary to restoring the learning environment after a violent or traumatic event in which the learning environment has been disrupted.
BACKGROUND (CONT.)

• The entirety of the services provided under this Request for Proposal (RFP) will be directed to implement an island wide initiative aimed at providing the skills necessary for teachers recovering from the emotional effects of Hurricane Maria.

• The services must also benefit, in an equitable manner, the private schools that are located in the nearby areas where the proposed project will be developed, it is required that they be integrated into it.
The goal is to provide the skills to overcome recent challenges and move forward with a new perspective and be better equipped to manage their classrooms.
INTRODUCTION

• The main objective is to implement a mindfulness based wellness and trauma management program for school system faculty to assist in restoration of the emotional impact following Hurricane Maria.

• This will be an ongoing program of education and support for teachers focused on helping them overcome recent challenges and move forward with a new perspective and skillset.
Introduction (cont.)

• The program is part of a larger initiative designed to target and provide evidence-based practices that strengthen the inner resources of students and teachers who need help to flourish socially and emotionally following the recent devastation in Puerto Rico.

• As a result teachers will gain skills to be healthier, happier, and better equipped for the important task of restoring the education environment for the children of Puerto Rico.
INTRODUCTION (CONT.)

• At stated by the Office of Student Health and Counseling of the University of California, wellness is an active process of becoming aware of and making choices toward a healthy and fulfilling life (University of California, Davis Campus).

• In emergency scenarios, one of the most used wellness practices is mindfulness.
INTRODUCTION (CONT.)

• Accordantly to mindful.org “Mindfulness is the basic human ability to be fully present, aware of where we are and what we’re doing, and not overly reactive or overwhelmed by what’s going on around us. (Mindful.org, 2014)”.

• “It is the practice of purposely focusing your attention on the present moment and accepting it without judgment”. (Helpguide.org, n.d.)
The Garrison Institute (Garrison Institute) indicates that research “confirms that practicing mindfulness facilitates awareness and self-regulation and develops the capacity for a calm, focused mind — a mind with the openness, responsiveness and sensitivity for optimal teaching, guiding, and learning”.

INTRODUCTION (CONT.)

• For teachers, these resources can provide the inner strength to be present and emotionally responsive, reduce absenteeism by improving their mental and physical health and raise their sense of appreciation for their employer.
INTRODUCTION (CONT.)

• As a result, teachers become more connected and compassionate, able to reduce the perceived level of stress and difficulty in any given situation for the important task of restoring the education environment for the children of Puerto Rico.

• Teachers shine as effective guides and influential models of healthy social and emotional behavior also gaining self-esteem in the process.
INTRODUCTION (CONT.)

• According to the academic publications site nasponline.org (Tamique J. Ridgard, 2015)
  • “Trauma-informed practices refer to initiatives aimed at infusing and sustaining trauma awareness, knowledge, and skills within a specific system (e.g., schools) and/or to a specific population (e.g., teachers). The goal of trauma-informed practices is to use the best available evidence-based tools and strategies to increase resiliency and psychological wellness among individuals and systems. Research highlights the benefit of adopting evidence-based trauma-informed practices within schools to promote wellness and psychological recovery among individuals who have been exposed to potentially traumatic events such as a natural disaster.”
INTRODUCTION (CONT.)

• Puerto Rico is facing an after emergency reality that is directly affecting our educational system. The PRDE is requesting proposals to comply with the requirements of the SERV grant and with the pursuit of the goals and objectives of the agency.
SCOPE OF WORK

• The primary aim of this grant initiative is to restore the emotional health of the teachers. To accomplish this aim, the following goals were developed based on the best practices of post Natural Disasters and the National Child Traumatic Stress Network (NCTSN).
SCOPE OF WORK (CONT.)

• The entirety of the services provided will be directed to implement an initiative aimed at providing the skills necessary for teachers to recover from the emotional aftermath of hurricane Maria.

• The goal is to provide skills to overcome recent challenges and move forward with a new perspective so they can be better equipped for their role as teachers.
SCOPE OF WORK (CONT.)

• PRDE is seeking professional services to provide evidence-based training and wellness activities which include but are not limited to mindfulness practices that will assess, educate, train, implement and follow up in wellness and preventive practices for teachers for individual and collective benefit in their recovery from Hurricane Maria.
PROJECT OBJECTIVES

• Assess the current level of distress of teachers in the following Hurricane Maria in five (5) areas:
  1) physical health,
  2) energy level and performance,
  3) mental/emotional (i.e. depression and anxiety),
  4) social, and
  5) trauma to determine necessary steps for recovery and restoration of the learning environment.
PROJECT OBJECTIVES (CONT.)

• Implement evidence-based interventions and strategies to address these findings, provide education, and promote sustainable use of these evidence-based wellness practices in teachers.

• Train educators to provide support to each other in the implementation of these programs and techniques offered in the workshops.
PROGRAM SPECIFICS

• Provide ten (10) workshops –two (2) to four (4) hours each- per LEA region within the school year to the schools chosen by the PRDE based on the results of a needs assessment on Post Maria issues.
POTENTIAL AREAS TO BE COVERED

• Physical
  o Self-evaluation of all basic fitness and health components to assess distress following Hurricane Maria.
  o Education on health and preventive practices in movement, nutrition, relaxation and restoration, recovery practices.
  o Personal program design and implementation
  o Sleep/rest hygiene
POTENTIAL AREAS TO BE COVERED (CONT.)

• Energy and performance
  o Self-regulating techniques
  o Personal organization
  o Motivation and empowerment
  o Creativity
  o Recreation
POTENTIAL AREAS TO BE COVERED (CONT.)

• Mental/Emotional
  o Psychoeducation about common reactions in children and adults after a traumatic event
  o Evidence-based coping skills aimed at increasing resilience and wellness
  o Evidence-based skills to promote healthy relationships and communication
POTENTIAL AREAS TO BE COVERED (CONT.)

• Social
  o Planning and time management
  o Non violent communication
  o Bonding and support within co workers
  o Effective Conflict mediation and resolution
POTENTIAL AREAS TO BE COVERED (CONT.)

• Trauma
  o Anxiety symptoms
  o Post-traumatic stress disorder (PTSD) symptoms
  o Depression symptoms
EVALUATION AND CONTINUITY

• Provider must possess the ability to supervise, evaluate and report progress in a comprehensive tangible way to demonstrate impact and efficacy of the training program using a proven evaluation framework.
EVALUATION AND CONTINUITY (CONT.)

The evaluation must include the following criteria:
• Performance and ability to handle and recover from recurring stressors.
• Program impact on absenteeism.
• General perceived level of job related stress.
• Perceived job satisfaction and moral.
• General health and wellbeing in the five areas of training.
• Ability to handle process and implement new knowledge from trainings.
EVALUATION AND CONTINUITY (CONT.)

• Sustainability and effectiveness of ongoing programs lead by trained community leaders (recurring practices between workshops and training initiatives lead by trained members of the regional teaching community).

• Tailor and modify programs according to progress and evaluation findings with the appropriate resources.

• Gain of knowledge and domain of content and skills presented.

• A final technical report with proven achievements, findings and sustainability plan.
EVALUATION AND CONTINUITY (CONT.)

• Provider must be able to recruit and train voluntary leaders in the teaching community to support the program and keep the motivation, sustain the practices learned and the benefit gained in the workshops though continued practice of the learned skills.
PROFESSIONAL SERVICES REQUIREMENTS

Services rendered by the selected trauma and wellness program provider must include:

• **Capacity to impact** the 7 districts and approximately 140 schools of the PRDE within the 10 months of calendar school year. These schools will be chosen based on the needs assessment administered by the PRDE. It will include 20 schools per LEA region. These workshops will be provided in the school to facilitate the participation of the teachers.

• This also includes the integration of eligible private schools near the selected PRDE schools.
PROFESSIONAL SERVICES REQUIREMENTS (CONT.)

• A comprehensive calendar of events in accordance to the school year cycle, which includes workshops, training and monthly campaigns in the areas of preventive health and wellness previously outlined. Calendar must cover the 7 districts of the PRDE.
PROFESSIONAL SERVICES REQUIREMENTS (CONT.)

• **Workshops** with an andragogical approach, trainings must be facilitated in an Interactive format that includes, information-education, job embedded (on site practice), evaluation tools and comprehension assessment. A tool to assure ability to implement and practice the learned skills individually after the workshop has concluded is also required.
• All workshops must have a participant **evaluation** form for the teacher to complete in terms of satisfaction, relevance of topic covered, ease of understanding and use of information, as well as presenters skill and proficiency. Then provide the report with the metrics and program statistics.
PROFESSIONAL SERVICES REQUIREMENTS (CONT.)

• **Support materials** such as but not limited to; written material, videos, audio recordings, and downloadable content are to be included in every initiative.

• Follow up program to keep **continuity** between workshops should be submitted in proposal must include at least one (1) visit per school of at least two (2) hours length.
PROFESSIONAL SERVICES REQUIREMENTS (CONT.)

• Create a **professional accountable team** of experts with the required credentials to facilitate the programs. At least one person on the team must be certified in mindfulness and or wellness practices.

• **Recruit and supervise** all human resources needed to complete the project.

• **Manage and administer** all aspects including logistics of program.

• **Specific training** in trauma informed practices and facilitation.
TEAM COMPOSITION

Team composition, includes but is not limited to:

• **Program Coordinator** who will be the liaison with the PRDE

• **Physical fitness expert** with training in evaluation and assessment as well as conscious movement practices.

• **Nutrition, health coach**

• **Certified Wellness coach**

• Ability and credentials for training personnel in these specific practices (will supervise the training of teachers as voluntary program leaders)

• **PsyD or PhD Psychologist** trained in Trauma based therapies that can provide supervision, guidance and support as consultant and presenter.
RESOURCES FOR EVIDENCE-BASED PRACTICES

• You may find information on evidence-based practices at http://store.samhsa.gov/resources/term/Evidence-Based-Practice-Resource-Library.

• Information about trauma-informed evidence-based practices can be found at http://www.nctsnet.org/resources/topics/treatments-that-work/promising-practices.
GENERAL INSTRUCTIONS
ELIGIBLE ENTITIES

• Nonprofits and Institutions of Higher Education are authorized to submit proposals.
• They must be authorized to do business in Puerto Rico, with experience and expertise in providing evidence-based training and wellness activities.
• Entities must also demonstrate that they have the resources and financial stability to provide services throughout all the regions and those services will be provided onsite in Puerto Rico.
DEADLINE FOR INQUIRIES

• The deadline to submit questions through ayuda_propuesta@de.pr.gov will be March 14, 2018.
PROPOSAL SUBMISSION

• The deadline to submit proposals at the mail area of the Auxiliary Secretariat of Federal Affairs (ASFA) is April 2, 2018 until 4:30 p.m.

• Amendments to the proposal document will not be accepted after the proposal has been filed.
PROPOSAL SUBMISSION

• Potential contractors that deliver in person, by messenger or through the federal or private mail delivery system must submit the proposal accompanied with a USB with the entire proposal in PDF format.

• The proposals must be addressed to Yanin M. Dieppa Perea, Esq., Assistant Secretary of the Auxiliary Secretariat of Federal Affairs.
PROPOSAL SUBMISSION

• Proposals delivered in person, by messenger or through the federal or private mail delivery system must be sent to the following address:

  Auxiliary Secretariat of Federal Affairs
  Mail Area
  Federico Costa Street # 150
  Hato Rey, Puerto Rico, 00919-0759
PROPOSAL SUBMISSION

• You must use the Form that is included in this RFP.
• You cannot alter the format and content of the official Form included in the RFP guide, except where indicated otherwise.
• Forms that correspond to proposal guides from previous years will not be accepted.
ADDITIONAL INSTRUCTIONS

• The proposal must be completed in all its parts and duly signed in blue ink pen.
• The proposal must be written on a computer and on letter-size paper (8.5 x 11), including the tables and the cover page.
ADDENDUM INSTRUCTIONS (CONT.)

The proposal must include the following parts:

- executive summary (1 page),
- entity experience with similar activities (1 page),
- project framework (3 pages),
- administrate plan (3 pages),
- programmatic plan (3 pages),
- evaluation plan (5 pages),
- project budget narrative and justification (2 pages),
- budget
ADDITIONAL INSTRUCTIONS (CONT.)

• The proposal content can be submitted in Spanish or English.
• Times New Roman or Arial letter
• Font size 11 or 12
• Double space, except for tables.
• Written on only one side of the paper.
• The pages must be numbered
ADDITIONAL INSTRUCTIONS (CONT.)

• Attachments that have not been expressly requested should not be included (e.g. letters of recommendation, copies of acknowledgments, needs study forms, photos, etc.).

• The proposal must be delivered with a binder clip.
ADDITIONAL INSTRUCTIONS (CONT.)

• Check documents carefully before submitting them officially, as amendments to the proposal document will NOT be accepted, nor will it replace or add pages in the proposal, once submitted.

• Proponents are not allowed to include entity name or logo or any other word or illustration that can easily identify them.
PROCEDURE AFTER FILING PROPOSALS

• Each proposal will be evaluated according to the criteria established by the PRDE for the selection of professional services.

• PRDE reserves the right to reject or deny applications that do not meet the requirements that appear in this RFP, in the information package documents that will be available on the Department's web page, or with the provisions of law, state and federal regulations applicable to the programs that provide the funds.
PROCEDURE AFTER FILING PROPOSALS (CONT.)

• The determination of the proposals awarded by the PRDE is not subject to appeal or revision.
• The PRDE reserves the right to substitute or modify the concept of the proposal in equal conditions.
• In addition, PRDE can use approved proposals as models of projects or effective practices.
• Those suppliers whose proposals are approved will have to grant a contract of professional services with the PRDE.
EVALUATION CRITERIA

• The proposal will be evaluated using the following criteria established by the PRDE in the RFP (announcement and information package), viability and quality of the proposal.

• Proposals whose score is 85 or more will be recommended for approval and will be required to negotiate according to the criteria that the PRDE identifies that must be reviewed.

• Proposals whose score is 84 or less will be denied.
EVALUATION CRITERIA (CONT.)

Technical Requirements:
• Executive summary (1 page) 10 points
• Entity experience with similar activities (1 page) 20 points
• Project framework (3 pages) 30 points
• Administrative plan (3 pages) 10 points
• Programmatic plan (3 pages) 10 points
• Evaluation plan (5 pages) 20 points
EVALUATION CRITERIA (CONT.)

Financial Criteria (REQUIRED)

• Project budget narrative and justification (2 pages) no points
• Budget (0 points)
EVALUATION CRITERIA (CONT.)

• The Department may approve more than one proposal if deemed necessary.

• PRDE reserves the right to negotiate or establish the costs of these services prior to signing the contract.

• Proponents must submit fiscal wellness and capacity evidence with proposals.

• All corporate or entity legal documents required must be available prior to the signing of the contract.
APPLICATION FORM
I. APPLICATION INFORMATION:

• Name of the person submitting the proposal
• Entity name
• Type of Entity
• Contact Information
• Authorized Personnel
II. TECHNICAL REQUIREMENTS (100 POINTS)

A. Executive summary (1 page) 10 points- Provide a brief description of the entity and a short narrative of the proposed project.

B. Entity experience with similar activities (1 page) 20 points- Provide in detail the entity capacity to carry on the RFP that include previous experience, capacitation, certifications, resources, programs, etc.
II. TECHNICAL REQUIREMENTS (100 POINTS) (CONT.)

C. Project framework (3 pages) 30 points- Include a clear narrative of the project base that take into account proven practices, strategies, a description of the proposed activities and how the entity will deliver and measure project impact for each activity and for the whole project.
II. TECHNICAL REQUIREMENTS (100 POINTS) (CONT.)

D. Administrative plan (3 pages) 10 points in total, 5 points for each table – The administrative plan will include two tables. One with the activities and one with the human resources in charge of the project. In addition to the tables, please provide a curriculum vitae or detailed resume for each of the team members. The curriculum vitae or detailed resume must not exceed two pages each (Attachment A).
TABLE A

<table>
<thead>
<tr>
<th>Administrative main goal:</th>
<th>Objective</th>
<th>Activity</th>
<th>Date</th>
<th>Person in charge</th>
<th>Assessment evidence</th>
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<td>Position</td>
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II. TECHNICAL REQUIREMENTS (100 POINTS) (CONT.)

E. Programmatic plan (3 pages) 10 points - Use the following table to submit the programmatic plan.

**TABLE A**

<table>
<thead>
<tr>
<th>Programmatic main goal:</th>
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<th>Objective</th>
<th>Activity</th>
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<th>Person in charge</th>
<th>Assessment evidence</th>
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II. TECHNICAL REQUIREMENTS (100 POINTS) (CONT.)

F. Evaluation plan (5 pages) 20 points- Include a short narrative about the evaluation framework your entity will use to evaluate the project. The evaluation must measure the project in two ways, ongoing processes and after the services. Please use the following table to summarize the evaluation plan.

<table>
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<tr>
<th>Objective</th>
<th>Activity</th>
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<th>Summative</th>
<th>Formative</th>
<th>Evidence</th>
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III. FINANCIAL CRITERIA

• Project budget narrative and justification (2 pages) no points.
• Include a budget and costs narrative and justification for the stated costs. Include a description of the entity fiscal wellness and how that will allow to complete the project in a successful way.
• Please submit fiscal good standing documents as attachments.
• Example of fiscal good standing documents are: financial statements, bank credit line certification, credit classification of a recognize credit clearance house, among others.
III. FINANCIAL CRITERIA (CONT.)

Budget (no points)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Justification</th>
<th>Cost per activity</th>
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<tbody>
<tr>
<td>Workshop for 10 participants minimum</td>
<td>2 hours</td>
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<tr>
<td>Workshop for 10 participants minimum</td>
<td>4 hours</td>
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<tr>
<td>Follow up visit</td>
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Please include a brief description of the instructional materials to be offered to participants as part of the services. Proponents must submit a sample of three (3) examples of instructional materials.
ATTACHMENTS

• **Attachment A:** Curriculum Vitae or Detailed Resumes
• **Attachment B:** Fiscal Wellness Documentation
• **Attachment C:** General Certification
• **Attachment D:** Non Plagiarism Certification
• **Attachment E:** Information about Incorporators
• **Attachment F:** Basic Information for Contracting Processes
# Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernice M. Echevarría Rojas</td>
<td>Funds Allocation Unit Coordinator</td>
<td><a href="mailto:echevarriarb@de.pr.gov">echevarriarb@de.pr.gov</a> 787-773-2015</td>
</tr>
<tr>
<td>María J. Roldán Vicente</td>
<td>Process Officer</td>
<td><a href="mailto:Roldan_M@de.pr.gov">Roldan_M@de.pr.gov</a> 787-773-2045</td>
</tr>
<tr>
<td>Zamarys Ruíz Vargas</td>
<td>Process Officer</td>
<td><a href="mailto:Ruiz_Z@de.pr.gov">Ruiz_Z@de.pr.gov</a> 787-773-2441</td>
</tr>
<tr>
<td>Claribel Millán</td>
<td>Secretary</td>
<td><a href="mailto:Millan_ca@de.pr.gov">Millan_ca@de.pr.gov</a> 787-773-2380</td>
</tr>
</tbody>
</table>
QUESTIONS