



Request for Proposal (RFP)

Care Coordinator Contractor for Trauma-Informed Practices with Cultural Humility

Issued by: Vermont Truth and Reconciliation Commission (VTRC)

Date Issued: November 27, 2024

Proposal Submission Deadline: December 16, 2024

Contact for RFP Questions and Submissions: VTRC@vermont.gov

Introduction

The Vermont Truth and Reconciliation Commission (VTRC) is seeking a qualified contractor to serve as a **Care Coordinator**. The selected contractor will be responsible for ensuring that all volunteers, committee members, and staff are thoroughly trained in trauma-informed practices with cultural humility, specifically tailored to support impacted community members. This role is integral to the VTRC's mission of providing equitable and compassionate care during the truth-telling process, addressing the generational and genocidal trauma experienced by communities.

The Care Coordinator will also co-create the "before, during, and after care process" for statement-giving, provide training on these processes, and maintain records of training completion. The contractor must have a demonstrated background in trauma-informed practices, cultural humility, and expertise in generational and genocidal trauma.

Scope of Work: The contractor will be responsible for the following:

1. **Training Development and Delivery:**

- Design and deliver training modules on trauma-informed practices with cultural humility for VTRC volunteers, committee members, and staff.
- Tailor training to address the unique needs of individuals impacted by generational and genocidal trauma.
- Incorporate interactive and experiential learning approaches to enhance understanding and retention.

2. **Care Process Co-Creation:**

- Collaborate with VTRC leadership, impacted communities, and other stakeholders to co-create a comprehensive care process for statement-giving.
- Develop protocols and practices for providing care before, during, and after statement-giving.
- Ensure the care process is adaptive to diverse cultural needs and trauma responses.

3. **Training Implementation and Monitoring:**

- Provide hands-on training to all relevant VTRC representatives on the care process.
 - Keep accurate records of individuals who have completed the training.
 - Create mechanisms for ongoing feedback to improve the care process and training modules as needed.
4. **Flexibility and Responsiveness:**
- Adjust training and care processes in response to participant feedback and evolving needs of the impacted communities.
 - Be available for consultation or support as unexpected challenges arise.
 - Be available for the public truth telling sessions both in-person and virtual to lead the care process and ensure that all involved with the care process have their needs met.
5. **Expertise in Generational and Genocidal Trauma:**
- Apply a deep understanding of the historical, cultural, and psychological impacts of generational and genocidal trauma in all aspects of the work.
 - Provide culturally sensitive approaches to care and training.

Qualifications: The successful contractor will demonstrate the following:

- Proven experience in trauma-informed practices and cultural humility.
- Expertise in generational and genocidal trauma, with knowledge of its impact on communities and individuals.
- Experience designing and delivering training to diverse groups, including volunteers, committee members, and staff.
- Strong collaboration and communication skills, with the ability to engage impacted communities respectfully.
- Flexibility and adaptability to adjust processes and practices as needed.
- Strong organizational skills for tracking and reporting training completion.
- Knowledge of the Vermont Truth and Reconciliation Commission's mission and the communities it serves is preferred.

Deliverables: The contractor will provide the following deliverables:

1. Training modules and materials on trauma-informed practices with cultural humility.
2. A co-created care process for statement-giving (before, during, and after).
3. Documentation of training sessions and attendance.
4. Reports on training outcomes and recommendations for improvements.
5. Ongoing support and updates to training and care processes as needed.

Proposal Requirements: Interested applicants must submit a proposal that includes:

1. **Cover Letter:**
 - A brief summary of the applicant's experience and suitability for the role.
2. **Detailed Proposal:**
 - Description of approach to developing and delivering training.
 - Plan for co-creating and implementing the care process.
 - Methods for tracking training and adjusting processes as needed.

3. **Qualifications and Experience:**

- Resumes or CVs highlighting relevant experience and expertise.
- Examples of past work related to trauma-informed practices, cultural humility, or similar projects.

4. **Timeline:**

- Proposed timeline for completing the scope of work.

5. **Budget:**

- Detailed cost proposal, including hourly rates and estimated expenses.

6. **References:**

- Contact information for at least three professional references.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Relevant experience and expertise (30%)
- Approach and methodology (30%)
- Alignment with the VTRC's mission and understanding of generational and genocidal trauma (20%)
- Cost proposal (10%)
- References (10%)

Submission Instructions: Proposals must be submitted by via email to vtrc@vermont.gov

Terms and Conditions

- The VTRC reserves the right to reject any or all proposals.
- The VTRC may request additional information or clarification from applicants during the evaluation process.
- All materials submitted in response to this RFP become the property of the VTRC.

We look forward to receiving your proposal and working together to ensure compassionate and culturally sensitive care for the communities we serve.

Vermont Truth and Reconciliation Commission

vtrc@vermont.gov