

REGIONAL PLANNING COMMISSION

JEFFERSON, ORLEANS, PLAQUEMINES, ST. BERNARD, ST. CHARLES, ST. JOHN THE BAPTIST,
ST. TAMMANY AND TANGIPAHOA PARISHES

Regional Planning Commission - SBIRT LHSC Contract 2021-10-16

Project Description:

The Regional Planning Commission (RPC) is seeking price quotes from Screening Brief Intervention and Referral to Treatment (SBIRT) trainers to conduct, one SBIRT implementation course, and one SBIRT train the trainer course for staff at Southeastern Louisiana University (SLU). The trainer will provide electronic copies of the necessary training materials for the SBIRT workshops to RPC for review. The trainings must be able to be conducted virtually if the need arises. By the end of the SBIRT implementation course, attendees should understand when and how to utilize SBIRT in a university setting. By the end of the train the trainer course, the attendees should be able to train future SBIRT practitioners.

Qualifications:

- The trainer will have conducted SBIRT courses, SBIRT train the trainer courses, and have taken part in a SBIRT train the trainer program.
- The trainer will preferably possess the knowledge on how SBIRT can be implemented in a university setting.
- The trainings must be able to be conducted virtually if the need arises.

Tasks:

- Develop course material to be used during the SBIRT workshops that can be utilized both in person and virtually.
- Conduct one SBIRT implementation course, and one SBIRT train the trainer course.

Performance of Services:

The following objectives are expected to be covered during the SBIRT implementation course.

- Explain the SBIRT process and the value of the evidence based public health practice across health and behavioral health settings.
- How to perform pre – and full screening for substance abuse to determine a patient’s level of risk.
- Implement and practice the four steps of brief intervention using the spirit of motivational interviewing.
- Examine strategies for effectively referring patients to addiction treatment and recovery supports where appropriate.
- Explain how SBIRT is reimbursed.
- Conduct a pre and post test to measure attendees knowledge of SBIRT.

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The following objectives are expected to be covered in the train the trainer course in addition to the material covered in the implementation course.

- Deliver skills, and materials needed to conduct training to others.

Deliverables:

- The trainer will produce and submit an electronic copy of the training materials to RPC for review.
- The trainer will conduct one, one day SBIRT implementation course, and one SBIRT train the trainer course.
- The training must be able to be conducted virtually if the need arises.

Timeline:

The trainer must complete all trainings by September 25, 2020.

Training Venue:

- All trainings will take place on SLU's campus, and will be coordinated and scheduled by RPC.
- The trainings will be conducted virtually if the need arises.

Travel:

- All travel shall be reimbursed in accordance with the Division of Administration Louisiana State General Travel Regulations. Link → <https://www.doa.la.gov/osp/Travel/travelpolicy/TravelGuide-2020-2021.pdf>

Project Budget:

- The budget for the SBIRT implementation training course is not to exceed \$1500.
- The budget for the SBIRT train the trainer course is not to exceed \$4500.
- Mileage will be reimbursed per Louisiana State Travel Guidelines and can be found by following the link above located under "Travel".
- Printing of the course material will be paid for by the grant and will be handled by RPC.

Proposal Submissions:

Responses should be submitted electronically to nhollings@norpc.org by 3:00 pm. On 02/10/2021. Responses should include:

- A price quote to complete the tasks outlined above
- Representative samples of previous SBIRT work, and any other items that demonstrate your ability to accomplish the desired tasks.

Any inquires/questions concerning this request should be directed to Nelson Hollings, nhollings@norpc.org, all questions and associated responses will be shared with all trainers.

Review and Selections:

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RPC reserves the right to reject any and all responses received in response to this request. All responses received on time will be reviewed by a review committee selected by RPC and evaluated on both a quantitative and qualitative basis. Upon conclusion of a final negotiation with the selected entity, all respondents will be informed of RPC's selection.

RPC reserves the right to accept a response higher in price than the lowest response, and to negotiate with any respondents concerning matters which RPC determines requires clarification or changes. RPC reserves the right to request additional information or clarification from respondents or to allow for timely corrections, errors, or omissions.