

# REGIONAL PLANNING COMMISSION

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

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## Regional Planning Commission - SBIRT LHSC Project Number 2023-10-16

### Project Description:

The Regional Planning Commission (RPC) is seeking price quotes from Screening Brief Intervention and Referral to Treatment (SBIRT) trainers to conduct four, one day SBIRT implementation trainings, two within the North Shore Safety Coalition Region (St. Tammany, Tangipahoa, Washington, and St. Helena), and two within the New Orleans Regional Traffic Safety Coalition Region (Orleans, Jefferson, Plaquemines and St. Bernard) for high school, technical college or college/university personnel. 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 training, attendees should understand when and how to utilize SBIRT in a university or high school setting.

### Qualifications:

- The trainer will 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 or high school setting.
- The trainings must be able to be conducted virtually if the need arises.
- The trainer must reside within the state of Louisiana.

### Tasks:

- Develop training material to be used during the SBIRT trainings that can be utilized both in person and virtually.
- Conduct four, one day SBIRT implementation trainings, two within the North Shore Regional Safety Coalition Region and two within the New Orleans Regional Traffic Safety Coalition Region.

### Performance of Services:

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

- 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 support where appropriate.
- Explain how SBIRT is reimbursed.
- Explain how SBIRT can be tracked and reported as a part of a SBIRT program

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- Conduct a pre and post test to measure attendees' knowledge of SBIRT.

## **Deliverables:**

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

## **Timeline:**

- The trainer must complete all trainings by September 25, 2022.

## **Training Venue:**

- Both training locations will be coordinated and scheduled by RPC.
- The trainings will be conducted virtually if the need arises.

## **Travel:**

- All travel shall be approved by RPC and reimbursed in accordance with the Division of Administration Louisiana State General Travel Regulations. Link → <https://www.doa.la.gov/media/jzmkgq1g/ppm49-2022-10-01-final.pdf>

## **Project Budget:**

- The price quote for the one-day SBIRT implementation training is not to exceed \$1725.
- 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](mailto:nhollings@norpc.org) by 4:00 pm. On or before 02/13/2023. 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](mailto:nhollings@norpc.org), all questions and associated responses will be shared with all applicants.

## **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.