



REQUEST FOR INFORMATION

BPM001821

Trauma Treatment Services Training

State of Arizona
Department of Veteran Services
Office of Procurement & Contracts
Attn: Elena Adame
Phoenix, AZ 85012

Procurement Officer:

Elena Adame
Chief Procurement Officer
602-234-8404
eadame@azdvs.gov

ISSUE DATE: September 13th, 2019

OFFICE ADDRESS: ADVS

Procurement Office
3839 North Third Street, Suite 209
Phoenix, AZ 85012

RFI NAME: Trauma Treatment Services Training

RESPONSE DUE DATE: October 11, 2019 no later than **3:00 pm** MST time

QUESTIONS CONCERNING THIS REQUEST FOR INFORMATION (RFI) SHALL BE SUBMITTED TO THE PROCUREMENT OFFICER VIA E-MAIL BY **September 27, 2019, 3:00 PM** MOUNTAIN STANDARD TIME. ANSWERS TO QUESTIONS WILL BE POSTED ON THE ADVS WEBSITE FOR THE BENEFIT OF ALL POTENTIAL RESPONDENTS.

Responses to this RFI must be in the actual possession of Arizona Department of Veterans' Services (ADVS) on or prior to the time and date referenced above. Responses will be limited to **twenty (20)** pages. **Late responses will not be considered.**

This is a Request for Information (RFI) only and as such will NOT result in any award of contract.

ADVS is in the information gathering stage and no decisions have been made concerning the Department's intent to issue a formal Request for Proposal (RFP). Responding to this RFI is appreciated and will NOT prohibit the respondents from replying to any future procurements. All documents shall be considered confidential until the proposal process is concluded, or two (2) years, whichever occurs first.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THROUGH THE ENTIRE RFI.

All sections of this RFI shall be answered correctly and in order, to the best of their knowledge. Vendors shall submit all the information requested, booklet, and brochures. ADVS will review all timely responses and create a RFP based off the information obtained.



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1. INTRODUCTION AND BACKGROUND

This Request for Information (RFI) is to obtain information about contractors who provide Trauma Treatment Services training to healthcare providers in the community. Pursuant to the Arizona FY19 state budget, Laws 2019, 54th Legislature, First Regular Session, Chapter 263, Section 98, the Arizona Department of Veterans' Services is appropriated \$450,000 to provide grants to contractors as defined in Section 36-2901, Arizona Revised Statutes, that provide trauma treatment services training to any of the following health professionals licensed pursuant to Title 32, Arizona Revised Statutes:

1. Physicians
2. Registered Nurse Practitioners
3. Physician Assistants
4. Psychologists
5. Behavioral health professionals who are either licensed for individual practice or supervised by a psychologist, registered nurse practitioner or behavioral health professional licensed pursuant to Title 32, Arizona Revised Statutes, for independent practice.

Arizona Revised Statutes Section 36-2901 defines "contractor" as "a person or entity that has a prepaid capitated contract with the Arizona Health Care Cost Containment System (AHCCCS) administration pursuant to section 36-2904 or chapter 34 (behavioral health services) of this title to provide health care to members under this article or persons under chapter 34 of this title either directly or through subcontracts with providers."

2. PURPOSE OF RFI

The purpose of this RFI is to request written feedback/information from providers, service delivery providers and other stakeholders regarding the following:

Available and potential training curriculum on Trauma Treatment Services

3. QUESTIONNAIRE-REQUESTED RESPONSE DOCUMENT (Please answer all questions in order, do not mix up answers or modify questions)

- a. Do you have a curriculum for trauma treatment training?
- b. Can your current curriculum be adapted to fit the military and veterans' population?
- c. If not, are you willing to work as a partner with ADVS or any other organization designated by ADVS to adapt your existing training to be specific to the military and veterans' population?
- d. With the above training curriculum, what would be the range of capacity (number of individuals



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trained) for your organization to deliver this training? How long would you take to reach that number? Please provide an example of the curriculum that specifies the length of training and any requirements for training delivery (maximum or minimum, specially trained instructors, location(s) advertisement for class(es), etc.).

- e. How many providers are in your network? How many would be eligible to receive this training?
- f. How many of your plan providers would you anticipate benefiting from this training?
- g. Does your trauma treatment training program provide a certification or CEUs?
- h. What method do you use to evaluate that the trainees have satisfactorily learned the material?
- i. Do you have an online training option? If so, how do you evaluate that the trainees have learned the material?
- j. How do you ensure that the individual signing up for the online training is the individual actually taking the training? What evidence can you provide ADVS to confirm that the training was provided?
- k. Who from your organization would do the trainings? Please provide a copy of resume(s) credentials, certifications, diplomas, and any other documents demonstrating the individual's qualifications to conduct this training.
- l. What is your experience working with veterans? Please provide evidence of that experience.
- m. What is your service area? Please provide a map indicating the service area in Arizona. Can you provide this training throughout your entire service area? If not, please indicate on a map the areas in which training can be provided.
- n. Are you willing to provide training for health professionals outside of your care plan including community and VA providers as well? Will you provide certification or CEUs for these individuals? Will they receive the exact same training services as health professionals inside your care plan? If not, please describe the differences.
- o. Do you provide this training in a classroom environment? What facilities and technology requirements do you offer/need? Are you able to provide the facilities and technology required/needed?
- p. Describe your methodology for reporting on completed training, billing for those service, and/or reporting on deliverables of grants to fund trauma treatment services, as described.
- q. Describe your experience managing grants offered by federal, state, or local governments. Have you received any findings during any monitoring visit or audit released to the grants? If you received any findings, please provide copy of the full reports, including your corrective action plans for those specific findings? Have any findings reoccurred? How many times and are they corrected at the present time? If not, why?



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- r. Please provide evidence of the efficacy of your trauma treatment program. How many provider trainees and patients have you served utilizing your trauma treatment methodology?

4. CONTENTS OF YOUR RESPONSE

If you are interested in responding to all of the areas identified above, ADVS is requesting the following:

- a. **Detailed Written Response** to all questions listed above.
- b. **Presentations/ Demonstrations:** ADVS reserves the right to decide if presentations will be scheduled for some or any of the respondents. Please indicate your willingness to schedule an in-person presentation if necessary. If this opportunity become available, ADVS will contact you with dates and times that are convenient for both parties.
- c. **A Completed Attachment A:** Respondent's Information, which includes contact information, including name, title, mailing address, email address, authorized signature, and phone number of the contact person for questions relating to the RFI.

5. HOW TO RESPOND


- a. Submit one (1) copy of the RFI response.
- b. Submit your response no later than the time indicated on the front page of this RFI. Please take into consideration the Arizona time zone.
- c. Submit your response electronically on eCivis or by email, or physically to the procurement officer listed on the front page of this RFI.

6. CONFIDENTIAL/PROPRIETARY INFORMATION

- a. **Do not** submit anything considered by you to be confidential or proprietary. **Do not** indicate confidential or proprietary on any submission documents.
- b. To the extent allowed by law, information contained in a response to a request for information shall be considered confidential until a formal procurement process is concluded or for two (2) years, whichever occurs first. This RFI and responses to the RFI are subject to the Arizona Public Records law and as such, are open to public inspection after this time.

7. REIMBURSEMENT

ADVS will not reimburse any respondent for the cost of preparing and submitting a response to the RFI.

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8. NO AWARD OF CONTRACT

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Attachment A: Respondent's Contact Information

Arizona Transaction (Sales) Privilege Tax License No.:

Federal Employer Identification No.:

E-Mail Address: _____

Company Name

Address

City

State

Zip

For clarification of this response, contact:

Name: _____

Phone: _____

Telephone number: _____

Signature of Person Authorized to Sign

Printed Name

Title

