Request For Application

DEVELOPMENT OF A RESOURCE GUIDE FOR PEOPLE WITH TRAUMATIC BRAIN INJURY (TBI)
APRIL 30, 2025

Trillium
HEALTH RESOURCES
Transforming Lives. Building Community Well-Being.

201 West First Street

Greenville, NC 27858-1132

Contents

1. INTRODUCTION:

Trillium Health Resources is pleased to announce the availability of funding for the development of a comprehensive, user-friendly, and accessible electronic resource guide for individuals with Traumatic Brain Injury (TBI) and their families. This Request for Applications (RFA) seeks proposals from qualified organizations or individuals with expertise in TBI, webpage development, and resource compilation.

2. BACKGROUND:

Individuals with TBI and their families often face significant challenges in navigating the complex landscape of available resources and support services. A centralized, easily accessible electronic resource guide is crucial to provide timely and accurate information, empowering individuals to make informed decisions and improve their quality of life by accessing necessary services and supports.

3. PURPOSE:

The purpose of this RFA is to solicit applications for the creation of a robust and sustainable electronic resource guide that will serve as a primary source of information and support for individuals with TBI, their families, and care providers.

4. SCOPE OF WORK:

The selected applicant will be responsible for the following:

4.1. Content Development and Organization:

- Conduct thorough research and gather information on TBI, including medical, legal, financial, and support resources within North Carolina.
- Organize content into logical and user-friendly categories.
- Develop clear, concise, and accessible content, adapting it for various reading levels and cognitive abilities.
- Incorporate multimedia elements (e.g., videos, infographics) to enhance understanding.

4.2. Resource Directory Development:

- Compile a comprehensive database of local, regional, and state TBI resources.
- Develop search and filtering options for easy resource retrieval.
- Implement a system for regular updates and maintenance of the resource directory.

4.3. Testing and Quality Assurance:

- Conduct thorough functionality, accessibility, and user acceptance testing.
- Implement a process for ongoing feedback and updates.

4.5. Training and Documentation:

- Develop user training materials and CMS training documentation.
- Provide technical documentation for the platform.

5. ELIGIBILITY:

Applicants must demonstrate:

- Expertise in TBI and related services.
- Experience in website/platform development and database management.
- Knowledge of accessibility guidelines and best practices.
- Strong research, writing, and communication skills.
- Experience in developing and implementing CMS based guides.

6. APPLICATION REQUIREMENTS:

Applicants must submit the following:

6.1 Cover Letter:

A brief introduction of the applicant organization or individual and a statement of interest and qualifications.(limit 1 page)

6.2. Project Proposal

A detailed description of the proposed electronic resource guide, including content organization, platform design, and resource directory development. This description must include a description of how ADA accessibility will be addressed, a plan for testing, evaluation, and ongoing maintenance and a timeline for project completion. (limit 4 pages)

6.3. Budget:

 A detailed budget outlining all project costs.

6.4. Qualifications:

Resumes or CVs of key personnel. Examples of previous website/platform development projects. Letters of support from relevant organizations or individuals.

7. EVALUATION CRITERIA:

Applications will be evaluated based on the following criteria:

- Applicant qualifications and experience doing this type of work.
- Quality and comprehensiveness of the proposed electronic resource guide.
- Feasibility of the platform design and development plan.
- Strength of the resource directory and maintenance plan.
- Budget reasonableness.
- Demonstrated commitment to accessibility.

8. SUBMISSION INFORMATION:

Application Deadline: June 1, 2025

Submission Method: Email

Contact Person: Cindy Ehlers, Chief Strategy and Innovation Officer, Cindy.Ehlers@TrilliumNC.org

9. TIMELINE:

- RFA Release: May 1, 2025
- Application Deadline: June 1, 2025 by 5:00p.m.
- Award Notification: June 30, 2025
- Project Start Date : August 1, 2025

10. QUESTIONS:

All questions regarding this RFA must be submitted in writing to Cindy.Ehlers@TrilliumNC.org by May 15, 2025. All responses will be provided to all applicants that submit questions. The subject line must say "2025 TBI Resource Guide questions"

Trillium Health Resources reserves the right to reject any or all applications.