

Request For Application

DEVELOPMENT OF A TRAINING PROGRAM
FOR DIRECT SUPPORT STAFF AND COMMUNITY HEALTH WORKS
AS WELL AS MANAGEMENT STAFF THAT WORK WITH PROVIDERS
WHO PLAN TO DELIVER TRAUMATIC BRAIN INJURY (TBI) SERVICES
MAY 1, 2025

This solicitation should not be interpreted as a contract (implicit, explicit, or implied), nor does it imply any form of agreement to any potential candidate. In addition, no inference should be made that Trillium will purchase and/or implement in the future any of the programs or services proposed by the respondents.



Trillium
HEALTH RESOURCES

Transforming Lives. Building Community Well-Being.

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1. INTRODUCTION

Trillium Health Resources is pleased to announce the availability of funding for the development and implementation of a comprehensive training program for providers who deliver services to individuals with Traumatic Brain Injury (TBI). This Request for Applications (RFA) seeks proposals from qualified organizations or individuals with expertise in TBI, adult learning principles, and curriculum development.

2. BACKGROUND:

Individuals with TBI often require specialized and coordinated services to address the complex and multifaceted challenges they face. Providers working with this population need to possess a thorough understanding of TBI, its impact, and evidence-based interventions. This training program aims to enhance the knowledge and skills of providers, ultimately improving the quality of services and outcomes for individuals with TBI.

3. PURPOSE:

The purpose of this RFA is to solicit applications for the development of a standardized, comprehensive, and accessible training program for providers who deliver TBI services. The training should address the diverse needs of individuals with TBI across the lifespan and promote best practices in service delivery.

4. SCOPE OF WORK:

The selected applicant will be responsible for the following:

4.1. Curriculum Development:

Develop a comprehensive training curriculum that addresses the following core areas:

- 🌱 Understanding TBI: Etiology, pathophysiology, and long-term effects.
- 🌱 Assessment and evaluation of TBI-related impairments.
- 🌱 Evidence-based interventions and rehabilitation strategies.
- 🌱 Addressing co-occurring conditions (e.g., mental health, substance use).
- 🌱 Person-centered care and family involvement.
- 🌱 Cultural competency and addressing diverse needs.
- 🌱 Legal and ethical considerations.
- 🌱 Resource navigation and community integration.
- 🌱 Develop training materials, including presentations, handouts, case studies, and interactive exercises.
- 🌱 Incorporate adult learning principles and diverse learning styles.
- 🌱 Ensure the curriculum is up-to-date and reflects current best practices.

4.2. Training Delivery:

- 🌱 Develop a plan for delivering the training program, including options for in-person and online delivery.
- 🌱 Develop a train-the-trainer component to ensure sustainability.
- 🌱 Conduct pilot training sessions to evaluate and refine the curriculum.

4.3. Evaluation:

- 🌱 Develop an evaluation plan to assess the effectiveness of the training program.
- 🌱 Collect and analyze data on participant satisfaction, knowledge gain, and changes in practice.
- 🌱 Prepare a final evaluation report.

4.4. Accessibility:

- 🌱 Ensure all training materials and delivery methods are accessible to individuals with disabilities.
- 🌱 Consider offering training in multiple languages, as needed.

5. ELIGIBILITY:

Applicants must demonstrate:

- 🌱 Expertise in TBI and related services.
- 🌱 Experience in developing and delivering training programs for adult learners.
- 🌱 Knowledge of evidence-based practices in TBI rehabilitation.
- 🌱 Strong project management and communication skills.
- 🌱 Demonstrated ability to create accessible content.

6. APPLICATION REQUIREMENTS:

Applicants must submit the following:

6.1. Cover Letter:

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

6.2. Project Proposal:

- 🌱 A detailed description of the proposed training program, including curriculum outline, training delivery plan, and evaluation methodology (4 page limit).
- 🌱 A timeline for project completion.(1 page limit)

6.3. Budget:

- 🌱 A detailed budget outlining all project costs.

6.4. Qualifications:

- 🌱 Resumes or CVs of key personnel.
- 🌱 Examples of previous training programs developed and delivered.
- 🌱 Letters of support from relevant organizations or individuals.

7. EVALUATION CRITERIA:

Applications will be evaluated based on the following criteria:

- 🌱 Applicant qualifications and experience.
- 🌱 Quality and comprehensiveness of the proposed training program.
- 🌱 Feasibility of the training delivery plan.
- 🌱 Strength of the evaluation methodology.
- 🌱 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. 9. TIMELINE:

- 🌱 RFA Release: May 1, 2025
- 🌱 Application Deadline: June 6, 2025
- 🌱 Project Start Date: July 1, 2025

10. QUESTIONS:

All questions regarding this RFA must be submitted in writing to Cindy.Ehlers@TrilliumNC.org by May 15, 2025. Responses will be provided to all applicants. Trillium reserves the right to reject any or all applications.