

# **REQUEST FOR PROPOSALS**

## **PROJECTS TO PROVIDE**

- (1.) The Prevention of Spinal Cord and Brain Injuries  
and/or**
- (2.) Educational Activities Regarding Spinal cord and Brain Injuries**

## **TO INDIVIDUALS WITH**

## **TRAUMATIC SPINAL CORD INJURIES**

## **OR**

## **TRAUMATIC BRAIN INJURIES**

**Recent statistics from The Mississippi State Department of Health indicate the top two mechanisms of injury for spinal cord injuries and traumatic brain injuries are motor vehicle accidents and falls. In addition, head injuries are the deadliest consequence of ATV accidents. Motor vehicle accidents and falls are also the top mortality causes in the state, and more than 200 Mississippians have died from ATV injuries in the past ten years. The Mississippi Department of Rehabilitation Services, Traumatic Brain Injury/Spinal Cord Injury (TBI/SCI) Trust Fund Program, is requesting proposals for prevention and/or educational activities aimed at preventing spinal cord injuries and/or traumatic brain injuries in these three focus areas.**

**The Mississippi Department of Rehabilitation Services reserves the right to reject any and all proposals.**

**RFP Issue Date: March 3, 2014**

**RFP Due Date: April 7, 2014**

**Award Notification: Approximately June 1, 2014**

**Contract Term: July 1, 2014 – June 30, 2015**

**Total Allocation: Not to exceed \$200,000.**

**If more than one grant is awarded,  
each project will receive a portion of the total allocation.**

## GENERAL INFORMATION

### I. Purpose

The Mississippi Department of Rehabilitation Services (MDRS), Traumatic Brain Injury/Spinal Cord Injury (TBI/SCI) Trust Fund Program, invites nonprofit (public and private) and for-profit organizations to submit proposals for programs that provide Prevention and/or Educational Services aimed at preventing traumatic brain injuries and/or traumatic spinal cord injuries caused by motor vehicle accidents, falls and/or ATV accidents.

### II. Goals

The TBI/SCI Trust Fund Program seeks to establish one-year innovative projects promoting prevention and/or education services. These projects should aim to bring about the prevention of traumatic brain injuries and traumatic spinal cord injuries in Mississippi and educate the public in safety awareness of traumatic brain injuries and traumatic spinal cord injuries. Projects will focus primarily in the categories of motor vehicle accidents, falls and/or ATV accidents.

### III. Performance Specifications

Projects must focus on accomplishing one or more of the following core service activities:

Core Service #1: Education and training for professionals, survivors of traumatic brain injury and/or spinal cord injury, their families as well as caregivers.

GOAL: To provide education and training activities to identified individuals and organizations which are key to supporting survivors and traumatic brain injury and/or spinal cord injury and their families and improving quality of life.

Objective 1: Develop and make available training programs to individuals and organizations through a variety of mediums including teleconferences, online courses, etc.

Objective 2: Enhance and expand the capability of the organization's website to provide and maintain online training/education opportunities.

Objective 3: Collaborate with spinal cord injury and traumatic brain injury support group leaders by providing information through a variety of means to include teleconferences, and other mediums.

Objective 4: Provide technical assistance and educational material to support groups to share with their constituents and to distribute in their communities.

Core Service #2: Organizational Outreach and Service Delivery Capacity Building Activities

GOAL: To facilitate the identification, development, and enhancement of service delivery systems for survivors and their families.

Objective 1: Enhance the knowledge and capacity of community based organizations to include and serve individuals with SCI and TBI and their families.

Core Service #3: Spinal Cord Injury and Traumatic Brain Injury Prevention, Outreach, and Public Awareness Activities

GOAL: To increase awareness of spinal cord injury and traumatic brain injury as a public and personal health issue and to develop, enhance, and maintain prevention initiatives targeting motor vehicle accidents, falls and/or ATV accidents.

Objective 1: Produce a newsletter to highlight newsworthy information on spinal cord injury and traumatic brain injury to be distributed to facilities, family members, survivors and professionals.

Objective 2: Facilitate the integration of the motor vehicle accidents, falls and ATV accidents message into existing prevention and safety messages.

Objective 3: Participate in state prevention Task Forces and Prevention Councils as requested.

Objective 4: Produce, promote and distribute public service announcements (PSA), materials and collaterals for general audiences to raise awareness about spinal cord injury and traumatic brain injury and the top mechanisms of injury.

Objective 5: Develop outreach activities specifically targeted to military families.

**Each service activity will be expected to include the following:**

Consumer Satisfaction and Follow-up Surveys

GOAL: To conduct consumer satisfaction and follow-up surveys monthly and to prepare a monthly report that analyzes the results.

Objective 1: Through a monthly telephone survey process, conduct a consumer satisfaction survey of individuals, family members, organizations, etc., who have received services, trainings, etc.

#### **IV. Authority**

Funding for this purpose is authorized under the Spinal Cord and Head Injury Trust Fund as established by MS Code Section 37-33-251.

#### **V. Submission of Proposals**

All proposals must be mailed (postmarked) by **April 4, 2014** or hand delivered to the Mississippi Department of Rehabilitation Services, TBI/SCI Trust Fund Program, by **4:00 pm on April 7, 2014**.

**An original and fifteen (15) copies of the completed proposal must be submitted to the following address:**

MS Department of Rehabilitation Services  
Office of Special Disability Programs  
Attention: Allison Lowther, TBI/SCI Trust Fund Coordinator  
P.O. Box 1698  
Jackson, MS 39215-1698  
Telephone: 601-853- 5397  
Building Location:  
1281 Hwy. 51 North  
Madison, MS 39110

#### **VI. Funding**

A maximum of \$ 200,000 will be awarded for one or more innovative projects that provide Prevention and/or Education Services aimed at preventing traumatic brain injuries and/or traumatic spinal cord injuries caused by motor vehicle accidents, falls and/or ATV accidents.

#### **VII. Population**

Projects must address Prevention and/or Educational Service issues related to traumatic spinal cord injuries or traumatic brain injuries as defined below:

Spinal Cord Injury – An acute, traumatic insult to the spinal cord, not of a degenerative or congenital nature, but caused by an external trauma resulting in any degree of motor or sensory deficit.

Traumatic Brain Injury – An insult to the skull, brain, or its covering, after birth resulting from external trauma which produces an altered state of consciousness or anatomic, motor, sensory or cognitive/behavioral deficits. This excludes any birth trauma.

Projects may be located in and provide services to any or all areas of the state of Mississippi. Geographical areas to be covered should be specified in the proposal. The projected number of individuals to be served or reached by the project should also be included.

### **VIII. MS Department of Rehabilitation Services Responsibilities**

The Mississippi Department of Rehabilitation Services, in coordination with the TBI/SCI Advisory Council, will monitor compliance with contract requirements, provide technical assistance, and evaluate the project effectiveness. Site visits to programs will be performed.

### **IX. Grantee's Responsibilities**

Grantee(s) will be responsible for complying with the grant agreement, which includes the submission of a monthly written report and a project-end written report within thirty days following each time period. Reports must include financial and programmatic information.

## **PROPOSAL REQUIREMENTS**

All proposals must be typed in 10-point font or larger and must be double-spaced. The program narrative (Section IV- Services and Operational Plan and Section V- Evaluation Plan) **must not exceed ten (10) pages**. Proposals should be concise and contain only information pertinent to the proposed project. Do not expand narrative to meet the ten (10) page limit; longer narratives will not receive preference over short, concise plans.

### **I. Cover sheet**

Required cover sheet form enclosed.

### **II. Agency Background**

Provide a brief description of your agency or organization including the type of services or programs you provide.

### **III. Program Budget**

Applicants must complete the attached budget summary form and prepare a budget narrative. Be specific in explaining how the funds will be used to achieve the project's objectives.

Although no matching funds are required, applicants should indicate if other funds are to be utilized for the project. Applicants must identify specific sources and extent of all supporting funds.

Any operating expenses must be cost allocated according to the amount of time spent on the project.

Personnel expenses will only be considered for providing the direct core services and objectives that are defined in the performance specifications. (See pages 2-3 of this RFP) Personnel salaries for management activities related to the proposed program(s) are excluded.

Indirect Costs are strongly discouraged and must be no more than ten percent (10%) of total budget. Examples are utilities, rent, internet and telephone.

#### **IV. Services and Operation**

Describe the need for a project and population to be served. Identify goals; objectives; and activities, including timelines showing when the activity will be performed and the person responsible for each activity. Indicate an approximate number of individuals who will receive services from this project. Indicate if there are plans to continue this project after the one year grant period, and describe how the continuation will be funded. Indicate if the project could be duplicated in other areas of the state, and describe potential duplication sites, if possible.

#### **V. Evaluation Plan**

Describe how the project will be evaluated. How will you determine if goals and objectives have been met? Survivors and their families or other representative should be involved in the evaluations(s) as much as possible. **Forms used to document attainment of goals and objectives must be included.**

#### **VI. Appendix**

Appendices, which are critical to the explanation of the project, may be included; however, they should be concise and limited to a maximum of ten (10) pages.

### **PROPOSAL EVALUATION AND SELECTION PROCESS**

#### **I. Initial Review**

Each proposal received or postmarked by the due date and time will be reviewed to assure compliance with the RFP specifications. A RFP Review Committee will evaluate

all proposals deemed in compliance. Recommendations for funding will be presented to the full TBI/SCI Trust Fund Advisory Council. Final recommendations will be forwarded to the Executive Director of the Mississippi Department of Rehabilitation Services, who has final approval. Grantee(s) will be notified of awards on or about June 1, 2014.

## **II. Evaluation**

Each member of the RFP Review Committee will evaluate the proposals based on the following point system:

### A. Services and Operational Plan (80 points)

1. Need for project  
Does project address a significant need?
2. Impact of project  
Does the project impact a significant portion of the population?
3. Establishment of attainable goals and objectives  
Is project reasonable in relation to funds, staff, and time frame?
4. Development of implementation plan  
Is there a logical step-by-step plan that will lead to attainment of the goals and objectives?
5. Plans for continuation  
Does the project have the potential for continuing after the one-year funding period?

### B. Budget (10 points)

1. Are Personnel Expenses for providing direct core services?
2. Are Indirect Costs 10% or less of the total budget?
3. Are costs reasonable in relation to project plans?
4. Are costs well-defined?

### C. Evaluation Plan (10 points)

1. Are criteria to evaluate the project stated in measurable terms?
2. Are survivors, their families and representatives involved in the evaluation process?

**TRAUMATIC BRAIN INJURY/SPINAL CORD INJURY  
TRUST FUND  
Proposal for Education/Prevention Projects**

**Application Cover Sheet**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Employer ID Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

Date: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Brief Description of the Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Project Budget: \_\_\_\_\_

**Total Funds Requested:** \_\_\_\_\_

## Budget Summary

Requested Funds	Core Service (1)	Core Service (2)	Core Service (3)	Consumer Survey	Other Funds (Specify)	Total Funds
<b>Personnel Expenses (Direct Services Only)</b>						
<b>Operating Expenses</b>						
<b>Indirect Costs (if any) - Not to exceed 10% of total budget (List)</b>						
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>