



## Carey Services Life Success Coach Program – 2020 Request for Proposals (RFP) RFP Amount: Not to exceed \$20,000

**What:** Thanks to a three-year grant award from AWS Foundation, Carey Services is seeking a Consultant to research, facilitate, and guide the initial creation of the Carey Services Life Success Coach program. The Life Success Coach program is geared to better prepare individuals we serve to reach their highest level of independence while also supporting current Direct Support Professional staff. It is believed the following “Required Deliverables” best explain the elements of the awarded grant, and as such, a copy of the grant is not available. It is understood, the successful Consultant will be assisting, in partnership, to execute the grant requirements. A copy of a recent Media Release is included as part of this RFP announcement (see Page 3).

**Required Deliverables:** The chosen consultant will *assist and facilitate* Carey Services to:

- Research best practices surrounding Trauma-Informed Care for people with intellectual or developmental disabilities
- Research best practices surrounding Trauma-Informed Workplace approaches
- Facilitate with the Life Success Coach to develop an evidenced-based curriculum and approach that assures successful outcomes of the awarded grant
- Work with the Life Success Coach to develop data collection tools, methods, and strategies that assure successful outcomes of the awarded grant
- Work with the Life Success Coach to evaluate data and assure model fidelity throughout the grant’s implementation
- Facilitate the development of an oversight committee to monitor the program
- Facilitate the development of job requirements and help with interviews to result in Carey’s successful hire of the Life Success Coach
- Provide regular consultation and support to the Life Success Coach
- Accompany, as assigned and as available, Carey Services personnel to meet with various Trauma-Informed Care experts
- Work with the Life Success Coach to develop a one-hour introduction to Trauma-Informed Care for targeted new hires who are Direct Support Professionals (DSPs)
- Work with the Life Success Coach to develop an effective “follow-along” approach that assists new DSPs and those DSPs with longevity to have a toolkit to better manage life stressors that may have resulted from Trauma
- Facilitate the development of innovative approaches to assist families with understanding Trauma-Informed Care and how it impacts service delivery
- Facilitate the development of innovative approaches with the Life Success Coach to participate in routine individual support teams to support Trauma-Informed Care needs for individuals served and related staff
- Work with the Life Success Coach to develop a tool box and resource kit to assist those served and DSPs

**Eligible Applicants:** A qualified applicant for this RFP must have:

- At least a Master’s Degree in a Social Work or related field
- At least five years direct experience with Trauma-Informed Care approaches
- Experience with research methods that will assist in meeting deliverables
- Must be able to act as an Independent Contractor as an individual and/or through a corporation



## **Consultant Submission Requirements and Understanding**

Interested applicants may inquire about this opportunity with Jim Allbaugh, President/CEO at Carey Services at 765.668.8961 and/or via email at [jallbaugh@careyservices.com](mailto:jallbaugh@careyservices.com)

A record of questions asked and responses given will be made available, upon request.

The Format of proposal submissions may be flexible but must address all elements of how deliverables will be met, and how the applicant meets the applicant eligibility. In no event should the proposal submission be more than 10 pages (including applicable attachments). Reasonable margins, font, and format should be applied.

Detailed proposals are due to Jim Allbaugh, electronically via the above email address, by 5 pm ET, January 20, 2020. Carey Services reserves the right to choose the applicant that demonstrates the most desired outcomes to meet grant requirements.

**What are the most desired program outcomes?** It is the ultimate goal the chosen Consultant will review current research and best practices for implementation of this program so a strong infrastructure is in place to position Carey Services to have substantial increases in positive individual served outcomes and a substantial decrease in DSP Turnover. The chosen Consultant proposal must demonstrate an ability to help guide in initial creation and facilitation of a program that positions Carey Services to have success with these major organizational outcomes as stated in the awarded grant:

- To help individuals served deal with known – and potentially hidden – trauma that might be roadblocks to greater independence
- To, in a longer term, provide healthier and more empathetic staff members who can more effectively deal with their own trauma as well as trauma experienced by those individuals we serve
- To help build stronger internal agency relationships that will yield a toolbox for transferable skills with life experiences between individuals served and staff
- To help DSPs better deal with life coping skills and crisis management

**The length of the desired Consultation associated with this RFP** is expected to be for the duration of the three-year grant, with a major portion of required Consultant time and Consultant specific Deliverables anticipated to be delivered within the first 9-11 months after receiving a Contract. It is expected the Consultant's proposal will demonstrate a plan for remaining in collaboration with the Life Success Coach and Carey Services after that initial period (first 9-11 months), according to the identified Deliverables in this RFP.

Decisions for the applicant awarded will not be related solely to cost.

The successful applicant will be contacted during the week of January 27, 2020 and a Fixed-Cost Contract will be negotiated with that successful applicant. Assuming the Contract is executed that week, applicants that were unsuccessful will be notified no later than February 7, 2020.

**RFP RELEASE DATE:** January 7, 2020



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## CAREY SERVICES RECEIVES GRANT AWARD FOR PILOT PROGRAM

Marion, IN — December 20, 2019

Carey Services' leadership and several individuals the agency served joined with AWS Foundation today to officially announce a \$188,000 programming award.

The funds awarded will be used to create a curriculum focused on increasing the tools direct support professionals are provided when supporting Carey Services' individuals with varying needs. The Life Success Coach initiative strives to get the highest level of outcomes for individuals by increasing the continuity of care through retention of experienced direct support professionals. DSPs are individuals trained to support those with disabilities. Increased DSP retention is a goal not only for Carey Services, but also other providers nationwide.

"We believe that, in properly executing this grant, we will see results at our organization in the form of even more positive outcomes for those we serve and decreased turnover of direct care employees," said Jim Allbaugh, Carey Services' president and chief executive officer. "We are extremely grateful to AWS Foundation for seeing the possibilities in our grant proposal and for deciding to support us with the funding to create this initiative."

The grant award will fund research and curriculum development along with the hiring of a person to oversee the program. Patti Hays, CEO of AWS Foundation, said AWSF was intrigued by the creative approach Carey Services is proposing to address this issue. "Our hopes are that this pilot program will produce positive outcomes that can lead to program replication across the state."

Carey Services staff members are planning to conduct a larger public event in the coming weeks to discuss the grant opportunity in more detail.

"We know we're not alone in having people we serve – and those doing the serving – deal with challenging issues," Allbaugh said. "We're thankful AWS Foundation embraced our vision for a different way of looking at the challenge and is providing their support to work on a way to support others."

Carey Services is the premier local provider of employment services and other home and community-based services for individuals with intellectual and developmental disabilities. Carey Services was established in 1954 and is an internationally accredited community based, not-for-profit agency providing an array of services to people with disabilities and other low-income individuals and families.

Carey Services is the Arc Chapter for Grant and Blackford counties and a United Way organization in both counties. Supports and services are determined through person-centered planning, where individuals served and their families direct the planning and allocation of resources to meet their personal life goals. Call (765) 668-8961 or visit [www.careyservices.com](http://www.careyservices.com) for more information to seek services or employment opportunities, and to donate. Individuals can also visit the Carey Services Facebook page <https://www.facebook.com/careyservices>