



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

REQUEST FOR INFORMATION
FOR
TRAUMA-INFORMED AND GENDER SPECIFIC STAFF TRAINING
AND TRAIN-THE-TRAINER TRAINING

RFI # 32901-31362
MARCH 22, 2024

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Correction issues this Request for Information (“RFI”) for the purpose of trauma-informed and gender specific staff training and train the trainer training . We appreciate your input and participation in this process.

2. BACKGROUND:

TDOC is the state agency charged with the oversight of incarcerated felons as well as felons at liberty in the community. As of June 30, 2023, there were approximately 19,000 incarcerated felons housed in 11 state-managed facilities, four privately-managed facilities as well as those housed in county jails. Of the incarcerated population, 10 percent are female, housed at one Nashville facility, one intake facility in East Tennessee and at one in West Tennessee. Female offenders are also housed at a Reentry Center in Chattanooga, as well as in county jails. Approximately 75,000 of the total offender population are probationers and parolees, who are at liberty in the community. Of the population at liberty in the community, 23.1 percent are female.

TDOC is seeking-comprehensive gender-responsive and trauma-informed training for TDOC staff to address the unique needs and experiences of the female population within the correctional system. This training aims to be comprehensive, participant-focused, and adaptable to the unique needs of the TDOC and will offer targeted training for security and non-security staff. TDOC anticipates this training will take place at its training academy in Tullahoma. TDOC anticipates that part of the initiative will provide train-the-trainer (T4T) sessions so that TDOC staff will be able to continue to provide training to staff as needed in the future.

If the State proceeds with a solicitation, the selected vendor will train approximately 150 staff and certify 20 staff as facilitators in the first year. The training will continue after the first year of any awarded contract. Curriculum and training of staff after the first year of any awarded contract will be the responsibility of TDOC.

3. COMMUNICATIONS:

Please submit your response to this RFI to:

Priscilla E. Wainwright
 Director of Contracts Administration
 Tennessee Department of Correction
 Rachel Jackson Building
 320 6th Avenue North
 Nashville TN 37243
priscilla.wainwright@tn.gov

- 2.1. Please feel free to contact the Tennessee Department of Correction with any questions regarding this RFI. The main point of contact will be:

Priscilla E. Wainwright
 Director of Contracts Administration
 Tennessee Department of Correction
 Rachel Jackson Building
 320 6th Avenue North
 Nashville TN 37243
priscilla.wainwright@tn.gov

- 2.2. Please reference RFI # 32901-31362 with all communications to this RFI.

3. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		March 22, 2024
2.	RFI Response Deadline		April 8, 2024

4. GENERAL INFORMATION:

- 4.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 4.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the

procurement including the responses to the RFI, will be considered confidential by the State.

4.3. The State will not pay for any costs associated with responding to this RFI.

5. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #32901-31362 TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4.	<p>Does the project include an initial assessment of departmental needs including the identification of any specific challenges currently faced by staff? Is feedback from the initial needs assessment incorporated into training plan and training materials?</p> <p>Does the training:</p> <ul style="list-style-type: none"> ○ include an introduction to adult learning theory? ○ provide participants an understanding of how adults learn and retain information? ○ Set the tone for a safe and collaborative learning environment ○ Build capacity and long-term sustainability ○ Train trainers to ensure continuity and long-term impact ○ Provide an understanding gender responsivity and trauma-informed practices ○ Provide an understanding of the unique needs of incarcerated women ○ Discuss research findings and best practices ○ Define trauma and its impact on incarcerated women ○ Recognize trauma symptoms in women ○ Build in practical exercise and role-playing ○ Simulating real-life scenarios relevant to staff responsibilities ○ Integrate gender-responsive and trauma-informed approaches ○ Strategies for managing and preventing crises in a correctional setting ○ Emphasize communication and de-escalation skills <p>Is your team capable of tailoring training methods to accommodate diverse learning styles? Is your team capable of designing a customized training plan for TDOC? What curriculum do you typically use/modify for an initiative such as described in Section 2? Is your team capable of developing curriculum specific to TDOC? What other city or state correctional entities have you performed similar services for? What is the female offender population for the correctional entities you have provided services for? Have similar projects/initiatives included refresher staff training or updates if curriculum is revised or updated?</p>

Is training material provided in electronic or printed format? What kinds of training materials are included? Are these materials provided in sufficient quantity for training sessions provided during the project as well as agency-driven training that comes later?

What is typical project/initiative timeline?

Does project plan include pre-training and post-training assessments?

What kinds of consulting/technical assistance is provided in addition to staff and T4T?

COST INFORMATIONAL FORM

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods

ADDITIONAL CONSIDERATIONS

1. Please provide input on alternative approaches or additional things to consider that might benefit the State: