



**Request for Proposal (RFP) – “Living Room Model” Training  
Basis for Proposal/Pricing  
January 30, 2025**

**1. STATEMENT OF PURPOSE & BACKGROUND:**

Haven for Hope of Bexar County (“Haven for Hope”) has operated its 22-acre Transformational Campus just west of downtown San Antonio, Texas for the last 13 years. Haven for Hope’s mission is to provide a place of hope and new beginnings by providing, coordinating, and delivering an efficient system of care for people experiencing homelessness in San Antonio, with a vision of ending homelessness by empowering individuals and families to transform their lives.

Haven for Hope is seeking proposals from qualified providers to deliver training on the “Living Room Model” and other therapeutic techniques to enhance the capacity of our clinical and frontline staff. This training will equip our team to better support clients transitioning between levels of mental health care and improve crisis response outcomes.

**2. SCOPE OF WORK:**

The selected agency will be responsible for designing and delivering a comprehensive training program encompassing the following areas:

General Staff Clinical Training

Provide knowledge-based and performance-based practice towards mastery in the following therapies:

- Motivational Interviewing
- Cognitive Behavioral Therapy
- Crisis Response Planning
- Reflective Psychotherapy
- Dialectical Behavior Therapy
- Psychodynamic Psychotherapy

Deliver at least four (4) training sessions drawn from list, with up to 10 participants per session. Trainings will include both didactic and interactive practice components.

Crisis Counseling (Living Room Model)

Conduct at least one (1) didactic training session for up to 10 participants, followed by practice sessions to build and reinforce skills. Additional sessions may be provided as needed to accommodate staff turnover or program needs.

Staff Crisis Management Training

Provide a series of didactic training sessions, with follow-up practice sessions aimed at enhancing staff’s ability to manage crises effectively. The number of sessions will be determined based on staff needs and progress, ensuring sufficient coverage for competency development. Currently, we anticipate the need for up to four (4) didactic training sessions, with follow-up practice sessions.



#### Additional Requirements:

- Training materials (e.g., manuals, handouts, and digital resources) must be provided to participants.
- Post-training assessments to measure knowledge retention and skill application.
- Availability for follow-up consultation or coaching sessions as needed.

The anticipated start date for the provision of the training services is **March 3, 2025**, or as soon as practicable following the selection of the winning bid and contract execution.

### **3. COMPLIANCE, INSURANCE & OTHER REQUIREMENTS:**

- Proposals must include your Company Profile, including an overview of your agency/business,, including relevant experience, areas of specialization, and relevant industry certifications
- Proposals must include a detailed breakdown of costs for each training session, including any associated fees or additional costs.
- All provider staff assigned to work on Haven’s campus must meet the requirements to gain and maintain access to the campus. Staff will also be expected to adhere to Haven for Hope’s campus policies, standards of conduct, and other expectations. Additional information will be provided upon request.
- Interested parties must obtain and maintain any insurance required by law, but at least (i) broad form commercial general liability insurance in amounts for bodily injury and property damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate (or equivalent in umbrella or excess liability coverage); (ii) causes of loss-special form property insurance, issued on a replacement-cost basis and insuring the full value of the contractor’s property and property for which contractor is legally liable, including vehicles; (iii) workers’ compensation and employer’s liability in amounts of at least \$1,000,000; and (iv) business automobile liability, for owned, leased, non-owned and hired vehicles, with combined single limit for bodily injury and property damage of \$1,000,000 per occurrence (or its equivalent in umbrella or excess liability coverage). All policies shall be primary, name Haven as an additional insured, and be issued by insurance company(ies) qualified to do business in the State of Texas and having a Best Rating of at least A-VIII.

### **4. PROPOSAL SUBMISSION GUIDELINES:**

Interested parties should submit their proposals by **5:00 PM on Thursday, February 13, 2025**, via email to David Huete, V.P. of Programs ([David.Huete@havenforhope.org](mailto:David.Huete@havenforhope.org)) with a copy to [RFP@havenforhope.org](mailto:RFP@havenforhope.org).

Proposals should include:

- Detailed project plan and timeline
- Cost breakdown for each training, including labor costs and any other anticipated expenses
- Descriptions of training methods and anticipated outcomes
- A description of the agency’s relevant experience and qualifications
- Certificate of Insurance (COI)



A Teams meeting to discuss the nature and scope of this Request for Proposal, and to answer the questions and provide clarification as needed to any interested bidders, is scheduled from **10:00 AM to 12:00 PM on February 5, 2025.**

Interested bidders may email David Huete, V.P. of Programs ([David.Huete@havenforhope.org](mailto:David.Huete@havenforhope.org)) with a copy to [RFP@havenforhope.org](mailto:RFP@havenforhope.org). for information to access this Teams meeting. Any other inquiries and/or requests for clarification should be directed to David Huete at the contact information listed in this RFP.

#### **5. CONTACT INFORMATION:**

David Huete  
Vice President of Programs  
Email: [david.huete@havenforhope.org](mailto:david.huete@havenforhope.org) with CC to [RFP@havenforhope.org](mailto:RFP@havenforhope.org)  
Phone: 210-220-2352

#### **6. EVALUATION CRITERIA:**

Proposals will be evaluated based on:

- **Relevance and Quality of Training Content:** How well the proposal addresses the key areas outlined in the scope of work.
- **Experience and Qualifications:** The agency's experience in delivering training for therapeutic staff in similar settings.
- **Training Approach and Methodology:** The creativity, engagement, and practicality of the proposed training methods.
- **Cost Effectiveness:** A reasonable cost structure relative to the quality and scope of services provided.
- **References and Past Performance:** Feedback and results from previous clients.

Haven for Hope reserves the right to reject any or all proposals received in response to this RFP, to waive any informalities or irregularities in the proposals received, and to negotiate with any qualified provider.

Thank you for your interest in partnering with Haven for Hope to deliver impactful and transformative training. We look forward to reviewing your proposal.