



## Request for Quotes: 2024-004

### Moral Reconciliation Therapy Service Provider

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors to administer Moral Reconciliation Therapy (MRT) services within the Jr. Park Ranger, and YouthBuild Department of Labor (DOL) Construction and Healthcare training programs. MRT is an evidence-based cognitive-behavioral treatment program that follows a step-by-step treatment strategy. MRT enhances moral reasoning and improves conscious decision making. It also helps improve an individual's self-image, increase feelings of purpose in life, build healthier relationships, and encourage the growth of a healthy identity.

#### Introduction

EmployIndy drives growth in Marion County by investing \$20 million a year in public, private, and philanthropic funds in innovative strategies focused on reducing barriers for residents so they may have access to career pathways and gain needed skills to excel in the workforce, thus presenting employers with qualified candidates to fulfill their hiring needs.

As the Workforce Development Board (WDB) for Marion County, EmployIndy acts as a leader and local intermediary for training providers, education institutions, employers, service providers, and community-based organizations. EmployIndy has 170 education, training, community-based, and service providers and over 950 employer partners. Recently, EmployIndy, guided by 21 business, civic, education and non-profit community leaders, developed a new three-year strategic plan which identifies the three following strategies:

1. Ensure individuals and employers are prepared through a continuum of initiatives for a rapidly changing 21st Century economy.
2. Build the capacity of partners in the workforce ecosystem and leverage systems knowledge of barriers and opportunities.
3. Prioritize equitable interventions among institutions and employer partners to ensure economic mobility through good and promising jobs.

#### Project Overview

The Jr. Park Ranger and YouthBuild DOL Construction and Healthcare training programs aims to create career pathways for young adults ages 18-24 (disconnect from education and employment) to pursue a career in construction, healthcare, public service, community engagement, recreation, environmental education, and park conservation. The programs will consist of various training modules, workshops, TABE pre and post testing, High School Equivalency preparation and testing, and practical exercises designed to enhance participants' professional development and employability.

#### Scope of Work

The following Statement of Work (SOW) outlines the responsibilities and expectations for the MRT provider within the Jr. Park Ranger and YouthBuild DOL Construction and Healthcare training programs. The provider will play a pivotal role in managing the MRT workshops to ensure it is successful execution and delivery.

A. MRT Provider Responsibilities:

1. Design and implement MRT programs tailored to the needs of participants in a group setting.
2. Utilize MRT materials, manuals, and resources effectively during workshops.
3. Conduct MRT sessions according to established protocols and guidelines.
4. Facilitate group discussions, activities, and exercises to promote cognitive restructuring and moral development.
5. Regularly monitor participant progress throughout the MRT program.
6. Maintain accurate and up-to-date records of participant attendance, participation, and progress.
7. Collaborate with Project Administrator to facilitate participant access to additional support services.
8. Stay informed about current research, best practices, and developments in the field of MRT.
9. Participate in ongoing training, supervision, and professional development activities to enhance therapeutic skills and knowledge.
10. Adhere to professional codes of ethics and standards of practice in the delivery of MRT services.
11. Maintain appropriate boundaries with participants and adhere to ethical guidelines regarding confidentiality, dual relationships, and professional conduct. Identify and respond to participant crises or emergencies effectively.
12. Conduct risk assessments to identify potential safety concerns or threats to participants or others.
13. Implement appropriate crisis intervention strategies and collaborate with other professionals as needed.

B. To ensure effective delivery of MRT required qualifications include the following:

1. Certification as an MRT therapist demonstrates proficiency in MRT principles, techniques, and protocols.
2. Completion of MRT training and certification program provided by an authorized MRT trainer therapist.
3. Previous experience providing counseling or therapy services to individuals with substance abuse issues, criminal justice involvement, or behavioral health concerns.
4. Experience facilitating group therapy sessions and conducting individual counseling sessions.
5. Understanding of cognitive restructuring techniques and principles of moral development.
6. Excellent communication and interpersonal skills to establish rapport with participants and facilitate therapeutic discussions.
7. Ability to create a supportive and nonjudgmental therapeutic environment conducive to personal growth and change.
8. Strong problem-solving skills to address participant challenges and barriers to progress effectively.
9. Adherence to professional codes of ethics and standards of practice for counseling and therapy.
10. Sensitivity to cultural, ethnic, and individual differences among participants.
11. Ability to adapt therapeutic interventions to meet the diverse needs and backgrounds of participants.

## **Timeline**

The MRT curriculum will be facilitated within the Jr. Park Ranger, and YouthBuild Department of Labor Construction and Healthcare trainings. The contract will commence on August 1, 2024, and continue for a duration of 20 months, with the possibility of extension based on program needs and funding availability.

- August 2024 – April 2026:
  - MRT Period of Performance
    - 12 cohorts of up to 15 participants)
  - 3 Cohorts Per Period:
    - August - September 2024
    - March - April 2025
    - August - September 2025
    - March - April 2026

## **Budget Amount**

The funding amount of this project is \$80,000.00.

## **Payment Terms**

Payment for AE services will be on a monthly reimbursement basis in accordance with the terms outlined in the contract agreement after approval of Accrued Expenditure Report (AER).

## **Project & Proposal Requirements**

Please provide a complete written response to this RFP which is double-spaced and does not exceed 10 single-sided pages.

The following information should be included:

1. Organization Overview:
  - a. Provide a brief company description.
  - b. The qualifications of all key staff conducting the proposed services and their expertise providing program administration and training to the 18–24-year-old age group.
  - c. Provide an organizational chart and resumes describing the experience of key staff.
  - d. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.
2. Project:
  - a. Describe how your projects are prioritized to meet deadlines and deliverables.
  - b. Describe the plan for implementing the above-mentioned responsibilities and deliverables.
2. Budget:
  - a. Provide a budget narrative for Project Administration fees.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All proposals should be submitted no later than 11:59 p.m. EST, Friday, August 9, 2024, at [www.employindy.org/contractopp](http://www.employindy.org/contractopp).

Any questions should be submitted via [www.employindy.org/contractopp](http://www.employindy.org/contractopp) no later than 5:00 p.m. on Thursday, July 25, 2024. Answers to submitted questions will be made available on the EmployIndy website by close of business Friday, July 26, 2024.