



## **Request for Quote for Trauma Screening Consultant**

### **Overview**

Children's Advocacy Centers of Texas (CACTX) is accepting responses to this request for quotes (RFQ) from established consultants with expertise in the trauma symptom screening, risk assessment, and safety planning of youth, who will complete a landscape assessment of available tools and provide CACTX a thorough assessment of implications, considerations and recommendations for implementation of an identified tool, including identification of needs for data tracking within the CACTX case tracking system, and supplementary development of resources to support implementation within the CAC network in Texas.

### **Background of CACTX**

CACTX, a 501(c)(3) organization, serves as the membership association for 70 CACs in Texas. These centers provide crucial support to child victims of crime and their families, collaborating closely with local law enforcement, child protection, and prosecution agencies. CACTX offers training, technical assistance, pass-through funding, and grant management. It also ensures compliance with the Texas Standards for CACs and the Texas Family Code Chapter 264, Subchapter E.

### **Services to be Performed**

CACTX will identify a consultant who will provide support in completing the following:

- Analysis of existing trauma screening/risk assessment/safety planning tools with the goal of making recommendations for CAC application.
- Development of a state-level roll out/implementation plan, inclusive of resources, training, and data tracking and management needed for successful adoption of practices across the network of CACs in Texas.
- Development of CAC facing best practice/implementation guidelines.

### **Consulting Structure:**

- Location of the consultant is flexible – consulting may be provided in-person or virtually depending on where the consultant resides.
- Selected consultant can consult on all topics outlined.

**Responder Requirements:**

- An established record of working with non-profit organizations or within the higher education environment.
- Previous experience and/or education surrounding trauma screening is required. Established research background to illustrate capacity to conduct needed landscape assessment may be supplemented for this experience.
- Previous experience working with children’s advocacy centers is preferred.
- Excellent written and oral communication skills, including the ability to distill complex information concisely.
- Ability to respond in a timely manner and meet CACTX project deadlines, work independently, and keep CACTX informed of progress on projects meeting required deadlines.
- Reside in the United States and be able to provide consultation services virtually or on-site at CACTX (1501 W. Anderson Lane, Austin, TX).

**Your Response to This Request for Quote**

In responding to this request, we ask that your quote be a maximum of 2 pages that includes the following information:

- Description of your approach to completing services outlined.
- Two (2) references for whom you have provided consultant work in the last three (3) years.
- Details of cost and fee structure associated with virtual and, if traveling within the state of Texas, in-person consultation (inclusive of anticipated travel costs).

In addition to the quote, we request two (2) samples from the application. They can be one or both of the following:

- Previous consulting project deliverables
- Previous research conducted related to the RFQ subject matter
- Writing samples related to the RFQ subject matter

Respondents may reach out to [kjackson@cactx.org](mailto:kjackson@cactx.org) with questions before 12/11/24.

**Evaluation of Quotes**

CACTX will evaluate proposals on a qualitative basis.

**Proposed Schedule**

RFQ Issue Date	11/25/24
Deadline for additional information requests	12/11/24
RFQ Submission Deadline	12/13/24
Selection Completed	12/20/24
Contracts Issued and Completed	1/10/25
Anticipated project period	1/13/25 - 8/31/25

**Quote Submission**

Please submit quotes (and supporting sample materials) by email in pdf format to:

- Kasey Jackson, Vice President of Programs – [kjackson@cactx.org](mailto:kjackson@cactx.org)

**Cost of Preparation**

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations, or negotiations. CACTX assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that CACTX assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

**Confidentiality during Evaluation Process**

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

**Debarment and Suspension**

Respondent certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration. The contractor must comply with 2 C.F.R. Part 180, subpart C, and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower-tier transaction it enters into.

**Rejection of Responses**

CACTX reserves the right to accept or reject any or all quotes, with or without cause, to waive technicalities, or to accept the quotes whom, in its sole judgment, best serve the interest of the organization, or to award contracts to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after the contract is issued.