

# The County of Franklin, Pennsylvania



## Requests for Proposals (RFP) for *Franklin County CIT Training*

PART I: GENERAL INFORMATION FOR AGENCIES

PART II: INFORMATION REQUESTED FROM AGENCIES

PART III: PROPOSER RESPONSIBILITIES

## PART I: GENERAL INFORMATION FOR AGENCIES

1. **PURPOSE:** The purpose of this RFP is to solicit proposals to provide education and a train the trainer program for educators, law enforcement officers, 911 telecommunicators and other first responders on de-escalation and crisis response strategies when dealing with mental health issues/calls and equipping of trainers to deliver effective trauma-informed de-escalation training to police officers, first responders and other community stakeholders.
  
2. **ISSUING OFFICE:** The issuing office for this RFP is Franklin County Grants Department.
  
3. **OBJECTIVE:** The County of Franklin, PA, referred to as RFP Solicitor, is requesting proposals from agencies, referred to as proposers, capable of providing de-escalation and crisis response training to Law Enforcement Officers, Mental Health Professionals and other community responders and an enhanced training program for their staff to become de-escalation and trauma-informed trainers to others serving the community. This curriculum will also address the impact of mental health and law enforcement collaboration in training on trauma, resilience, and connection within teams. By blending expertise, this approach equips officers with tools to navigate trauma, build resilience, and foster a work culture that supports officer retention and wellness. It will explore how these partnerships promote trauma-informed justice practices that benefit both officers and the communities they serve.
  
4. **PROPOSALS:** The proposer is asked to submit a complete response to this RFP using the format provided in Part II. Each proposal page should be numbered for ease of reference. For this RFP, the proposal information must remain valid for ninety (90) days after the submission date.
  
5. **RFP CONTENTS:** From the issue date of the RFP until the selection by the Issuing Office of a proposal, the Issuing Office is the sole point of contact concerning the RFP Violation of this paragraph shall be deemed grounds for disqualification.
  
6. **RFP CLARIFICATION:** Questions concerning the RFP should be directed via email to Franklin County Grants, [grants@franklincountypa.gov](mailto:grants@franklincountypa.gov). All inquiries should be made in writing no later than Friday, April 24, 2026; the County has no obligation to answer inquiries received later than 3 days prior to the deadline. Answers to Potential Proposer questions will be answered no later than Wednesday, April 29, 2026.

### CALENDAR OF EVENTS

The County will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit questions via email to Franklin County Grants, <a href="mailto:grants@franklincountypa.gov">grants@franklincountypa.gov</a>	Proposers	April 24, 2026
Answers to Proposer questions posted to <a href="#">County Grant Opportunities -Franklin County</a> no later than this date.	RFP Solicitor	April 29, 2026
Please monitor the project web site for all communications regarding this RFP.	Proposers	Ongoing
Proposer proposals must be received by the Point of Contact, Franklin County Grants, <a href="mailto:grants@franklincountypa.gov">grants@franklincountypa.gov</a> <b>no later than 4:00 p.m.</b>	Proposers	May 1, 2026 <b>by 4:00 p.m.</b>
Award(s) announced	RFP Issuer	May 6, 2026

7. RESPONSE DATE: Proposals are due on or before Friday, May 1, 2026, at 4:00 p.m. All proposals should be e-mailed to Melodie Hoff, [grants@franklincountypa.gov](mailto:grants@franklincountypa.gov)

8. SELECTION CRITERIA: Proposals will be evaluated based on completeness, ability to meet criteria as set forth in this RFP, experience and fiscal solvency in addition to cost. The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received in response to the RFP, or to re-advertise new proposals. The County reserves the right to waive any minor deviation in proposal responses received.

9. INCURRING COSTS: Franklin County is not liable for any cost incurred by the proposer to prepare this document.

10. DISCLOSURE OF PROPOSAL CONTENTS: All other materials submitted become the property of Franklin County and may be returned only to the County's option. Proposals submitted to the County may be reviewed and evaluated by any person at the discretion of the County. Except as provided by law, any RFP information that is incorporated into a contract for services is available for review by any interested party. After issuance of a contract or purchase order pursuant to this RFP, all proposal submissions may be subject to disclosure pursuant to Pennsylvania Right to Know Law.

11. AGREEMENT FOR SERVICES: Successful proposer will be required to enter into an agreement on services incorporating RFP information and County requirements. The agreement shall be in a form and manner acceptable to the RFP Solicitor and is a condition precedent to the performance of the services by successful Proposer. No work shall commence under this Proposal until certificates of insurance required are provided to the County, as set forth in the Agreement of Services.

12. INDEPENDENT PROPOSER: The relationship between Franklin County and Proposer providing the herein services is that of an independent Proposer and contracting agency. Nothing herein contained shall be construed to give the Proposer and/or group facilitator any interest as an employee, joint ventures or partner of, or with, the County.

13. NEWS RELEASES: News releases pertaining to this project will not be made without prior Franklin County approval, and then only in coordination with the Issuing Office.

14. NO ASSIGNMENT ALLOWED: Unless specifically noted in this RFP, Coordinating Entity must provide all services to complete the identified work.

15. ACCOUNTABILITY: Proposer will be accountable to Franklin County for contract outcomes. Franklin County will monitor satisfaction with services provided by Proposer.

16.

The performance of this contract shall be in accordance with all Federal, State and local laws as may be applicable. Any contract between the County of Franklin and the organization shall be subject to the rules and regulations of any agencies where funding is being requested.

The contract between the County and the selected consulting firm will include the following non-negotiable contract provisions:

1. Indemnification of the County.
2. Non-Indemnification of the Proposer.
3. Forum Selection (Franklin County, PA Court of Common Pleas).
4. Choice of law (Commonwealth of Pennsylvania)
5. Prevailing party attorneys' fees.
6. Termination for convenience/termination for cause by the County.
7. County ownership of the instruments of service/deliverables.
8. Work-for-Hire Transfer of Copyrights/Intellectual Property.
9. All data is the property of the County of Franklin. The contract must include express provisions guaranteeing County ownership of all data and guaranteeing that the data may be accessed post-contract using non-proprietary means. No mining, analytics, or duplication is allowed without the County's express written permission.

10. Data security, confidentiality, and use of County data and information.
11. Nondiscrimination.
12. Suspension and debarment.
13. Release of liability in favor of the County.
14. Non-release of liability of the Proposer.
15. Insurance coverage and County status as additional insured as set forth in Section 18.
16. Terms of payment and invoicing, including 45-day payment period.
17. Any and all federal and state provisions required as a result of being a sub-recipient of grant funding.

The County reserves the right to request additional contract provisions as necessary as needed to protect the best interest of the County.

## 18. INSURANCE REQUIREMENTS

Prior to and during the performance of any services covered by this RFP, proposer shall provide the County, upon execution of an agreement, in a form and manner reasonably acceptable to the County Solicitor or Risk Manager, a certificate of insurance as evidence that it has obtained and maintains in full force and effect during the Provide evidence of General Liability, Auto Liability, Employers Liability, Umbrella Liability and Professional Liability insurances (if such exposure exists), and Workers' Compensation insurance to the extent necessary under applicable law, at the minimum amounts determined by the County as set forth in the Agreement:

1. General Liability insurance covering liability for death and bodily injury and liabilities for loss of or damage to property with a combined single limit of not less than One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate.
2. Worker's Compensation and Employer's Liability insurance as required by the laws of the Commonwealth of Pennsylvania.
3. Employee Dishonesty coverage at a minimum limit of \$25,000.00.
4. Professional Liability insurance of not less than One Million Dollars (\$1,000,000.00) per occurrence.

Franklin County shall be endorsed as additional insured on the General Liability Insurance for services and activities provided by the vendor under this agreement. Proposer shall provide proof of insurance and the requirements of this section upon execution of this agreement as requested after that. Should the vendor have any changes to their current insurance coverage, they should notify the County within 5 business days.

## 1. BACKGROUND:

South Central Crisis Intervention Team (CIT) began offering the forty (40) hour training program in Franklin/Fulton County in 2013 with a team of seven (7). The team included three (3) law enforcement officers, one (1) mental health advocate, one (1) crisis intervention specialist, one (1) mental health professional, and one (1) 911 telecommunicator. Since the inception, 350 individuals have completed the forty (40) hours of training. The curriculum includes topics such as: Mental Health and Co-Occurring Disorders, Autism, Aging and Older Adults, Hearing Voices simulation, Veterans and PTSD, QPR, Intellectual & Developmental Disabilities, Mental Health Civil Commitment, Youth and Criminal Justice, Peer Experience, Stress & Self Care, Community Resources and over twelve (12) hours of De-Escalation.

Refresher training has been offered but not on a constant schedule due to a variety of reasons such as limited funding and lack of available trainers. Topics have included hoarding, drug trends, and trauma. We would like to be able to increase the access to refresher training opportunities through a “Train the Trainer” program which would equip our team to train others within our community.

The CIT Program seeks to bridge the gap between police response and mental health care by forming a partnership with behavioral health and human services professionals, individuals with lived experience, their families and law enforcement. The alliance was the catalyst in developing and implementing a safer, proactive method for resolving explosive crisis situations. CIT is built on the foundation of community collaboration and the development of a responsive and accessible community behavioral health crisis system. (CIT International).

## GRANT REQUIREMENTS:

Specific responsibilities of the selected Proposer(s) will include:

- Vendors will be chosen by completing an RFP process. A selected provider will partner with Franklin/Fulton County MH/IDD/EI on this project. The provider will have regional social impact serving students and families coaching, and counseling services to public school students and their families. Provider must have extensive clinical expertise in trauma-related mental disorders and in the use of trauma-informed methods to treat individuals with mental illness and other challenges. For this project, the provider will be responsible for providing four trainers. The trainers will collaborate with the Project Director to schedule and perform the one-day de-escalation and crisis response training, three-day train-the-trainer, including collecting pre-and post-training assessments, following up with trainees, and conducting coaching with train-the-trainer graduates.

Funds are provided on a reimbursable basis. Potential Proposers must certify that they are able to manage the program funds on a reimbursement basis with no lapse in program activities. Payment of expenses will be made within 45 days of submission of a complete invoice and supporting back-up documentation. No more than one invoice may be submitted per month per type of group. The County reserves the right to withhold payments for costs determined not eligible for reimbursement under these guidelines.

Funds for this project will be 21 months from January 1, 2026, through September 30, 2027, through the Pennsylvania Commission on Crime and Delinquency (PCCD). Funding is contingent upon program outcomes and funding availability. Quarterly reports detailing the expenditure of funds, and the resultant outcomes will be due no later than 15 days after each quarter ends.

See Also – PART III.

Proposer Responsibilities: The proposed project will consist of three phases:

- Phase 1 (Months 1-2): Capacity building - Initial planning, buy-in, and the recruitment of trainees for the first training cycle.
- Phase 2 (Months 3-20): Project implementation and ongoing recruitment of participants for training cycles.

- Phase 3 (Month 21): Program evaluation and sustainability planning.

Recruitment for the train-the-trainer program will occur during the one-day trauma-informed de-escalation training. Recruitment efforts for the train-the-trainer program will focus on individuals from crisis intervention teams, threat assessment teams, local police departments, mental health professionals, educators, criminal justice system, and individuals who have completed 40-hour CIT training. Past train-the-trainer initiatives within Franklin/Fulton County MH/IDD/EI have relied on flyers and word-of-mouth, resulting in more interest than slots available. A similar level of interest is projected for the proposed program. If needed, a selection process will be implemented whereby interested individuals can submit their resumé for consideration; priority will be given to individuals who have past training experience and a supervisor recommendation. Cumberland/Perry and York/Adams counties' CITs will also be targeted as we currently assist and coordinate with each other not only for CIT but other situations as well.

Required Knowledge and Skills:

Franklin/Fulton County MH/IDD/EI will partner with a provider, who will provide three to four trainers with a licensed social worker or master's level mental health professionals with extensive experience training public safety personnel. Provider will also supplement expertise by partnering with a law enforcement professional who would provide an inside perspective related to the challenges experienced by law enforcement officers and other emergency response personnel. Through this project, trainers will provide 6 three-month training cycles to law enforcement and other responders. The 6 three-month training cycles will include one-day de-escalation and crisis response training to 180 individuals who are correction officers, law enforcement, 911 telecommunicators, EMS, code enforcement officers, sheriff's deputies & security, probation officers, hospital security, school resource officers and educators, and mental health professionals. The training cycles will also include a three-day train-the-trainer program to 12-15 participants from the one-day training who are interested in becoming trainers in trauma-informed de-escalation themselves. The training site will be the Franklin County Public Safety Training Center.

## RESPONSE REQUIREMENTS

To apply, please submit one (1) electronic copy of the completed application by Friday, May 1, 2026, at 4:00 p.m., to Melodie Hoff, [grants@franklincountypa.gov](mailto:grants@franklincountypa.gov). The application is to include all items described in Section II in the order presented in this RFP followed by the list of documents below in the order listed. Please scan all documents into one PDF file instead of sending multiple attachments and label the PDF file with your organization name.

**Attachments:** Please attach the following items to this application:

- Organizational Structure, including Board of Directors (with officers noted), if applicable
- IRS Determination Letter Showing 501(c)(3) Status (for tax-exempt agencies)
- Most Recent Audit (if no audit, must provide an annual Financial Statement and explanation for why a recent audit is unavailable)
- FY 2024 and FY 2025 Organizational Budgets
- Resume and certifications of any existing staff who will be working to fulfill the requirements of this contract, if awarded (if applicable)

## PROVIDER SELECTION

1. A selection panel comprised of Franklin and Fulton County staff members will determine the selected Proposer(s) of this RFP to meet the needs of this project. The award will be announced May 6, 2026, and funding is anticipated to begin May 8, 2026.

## PART II: INFORMATION REQUESTED FROM AGENCIES

Name of Organization: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_ Federal ID Number: \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Has your organization received a 501(c)(3) designation from the IRS?  Yes  No

If yes, have you attached an IRS determination letter showing your 501(c)(3) status?  Yes  No

Does your funding request benefit Franklin County citizens?  Yes  No

Have you attached your organizational structure, including Board of Directors?  Yes  No

Have you attached the most recent audit or financial statements for your agency?  Yes  No

Have you attached your FY2024 and FY2025 budgets?  Yes  No

I certify that all the information contained in this application is true and accurate. I understand that material omission or false information contained in this application constitutes grounds for disqualification for the Proposer(s) and this application. I further understand that by submitting an application, I, as an authorized representative of the organization, am accepting the terms and conditions as approved by Franklin County.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted, as well as supporting documentation, may be considered public documents. As such, all applications and supporting documents may be viewable and obtained by the public under provisions of PA laws.

### Authorized Representative

Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# PROJECT NARRATIVE

*Please number your responses for each corresponding question.*

## **I. Background & Qualifications (two pages maximum; 10 points maximum)**

- 1) Please provide the name, title, and contact information of an individual authorized to represent your organization in discussing the proposed project.
- 2) Provide a brief background of your organization or agency and experience in advanced de-escalation and trauma training.
- 3) Describe the key personnel and resources that would be used to implement this project.

## **II. Project Description (three pages maximum; 30 points maximum)**

Please review the Proposer responsibilities (PART III.) and describe how you would propose to meet the expectations outlined.

## **III. Budget Narrative (two pages maximum; 20 points maximum)**

Please provide a narrative budget justification for each cost per line item on the budget summary worksheet. The narrative must specify how each cost is directly related and/or necessary for the proposed project. The worksheet which follows is where you should provide a succinct overview of project costs.

Expenses as itemized in the grant include:

Consultant: Train the Trainer Facilitation; Year one, \$86,571.00; Year two, \$64,929.00. Total of \$151,500.00.

Supplies & Operating Expenses: \$3,225.00.

Recruitment for Training: Year one, \$2,380.00; Year two, \$1,820.00. Total of \$4,200.00.

*If there are additional costs anticipated for your agency to successfully implement the program, please provide an updated budget narrative outlining the additional costs and amending the proposed line items above.*

## Budget Summary Worksheet

Personnel costs must include the number of estimated hours and hourly rate. Use additional budget lines if needed.

Project Title: \_\_\_\_\_

### Budget breakdown:

Project Task	Description	Total Project Cost
		\$
		\$
		\$
		\$
<b>Total Budget</b>		\$

Name and address of proposed location(s) if available:

\_\_\_\_\_  
\_\_\_\_\_

Name and signature of authorized individual submitting costs:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Sub-recipient Questionnaire

1. Has your agency contracted with Franklin County before? If so, list all contracts held within the last 5 years.  
Yes\_\_\_\_\_ No\_\_\_\_\_ N/A\_\_\_\_\_
- Comments\_\_\_\_\_
2. Is the program area new for your agency (less than three years)? Yes\_ No\_\_\_ N/A
- \_\_\_\_\_
- Comments\_\_\_\_\_
3. Describe any staff turnover or agency reorganization within the last 3 years.  
Comments\_\_\_\_\_
4. Are the staff assigned to the program new to your agency (worked for the agency for less than two years)?  
Yes\_\_\_\_\_ No\_\_\_\_\_ N/A\_\_\_\_\_
- Comments\_\_\_\_\_
5. Has your agency had a lawsuit filed against them within the last 10 years? If yes, please explain.  
Yes\_\_\_\_\_ No\_\_\_\_\_ N/A\_\_\_\_\_
- Comments\_\_\_\_\_
6. Has your agency been suspended or debarred, currently or in the past 10 years?  
Yes\_\_\_\_\_ No\_\_\_\_\_ N/A\_\_\_\_\_
- Comments\_\_\_\_\_
7. Within the last 5 years, have any of your agency's staff been jailed, convicted of a felony or currently under criminal investigation?  
Yes\_\_\_\_\_ No\_\_\_\_\_ N/A\_\_\_\_\_
- Comments\_\_\_\_\_
8. Does your agency have experience with a financial management system to track and record program expenditures? (QuickBooks, visual bookkeepers, Socrates Media, Peachtree or a custom system)  
Yes\_\_\_\_\_ No\_\_\_\_\_ N/A\_\_\_\_\_
- Comments\_\_\_\_\_
9. If funded, what percentage of overall funding for your agency would the grant represent?  
Comments\_\_\_\_\_
10. Describe the oversight in monetary decisions by the board of directors and senior management (frequency, timeliness, and nature of financial reporting):  
Comments\_\_\_\_\_

## **PART III**

Proposer Responsibilities: The proposed project will consist of three phases:

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