

**INVITATION TO SUBMIT PROPOSALS FOR  
“MOTIVATIONAL INTERVIEWING” EDUCATION SERVICES**

**Issued by:  
MAINE STATE HOUSING AUTHORITY**

**PROPOSAL DEADLINE: JANUARY 12, 2018 5:00 P.M. ET**

Maine State Housing Authority (“MaineHousing”) is an independent state agency that bridges public and private housing finance, combining them to benefit Maine’s low and moderate-income people. The mission of MaineHousing is to assist Maine people in obtaining and maintaining decent, safe, affordable housing and services suitable to their unique housing needs.

MaineHousing offers the Emergency Shelter and Housing Assistance Program (ESHAP) to help fund emergency shelter agencies throughout Maine. The purpose of ESHAP funds is to transform the current emergency shelter system into a well-coordinated housing-crisis resolution system that uses a client-centered approach and assists clients to quickly achieve their housing goals so that experiencing homelessness is a temporary situation with accessible permanent solutions. Eligible shelter stayers are assigned a “Navigator” who assists them by providing services focused on helping them quickly exit the shelter into appropriate housing.

Navigator services include ongoing housing stabilization services for up to twelve months, based on the participant’s needs, after appropriate housing is achieved. Navigator services additionally include, but are not limited to, conducting comprehensive assessments of clients, identifying and prioritizing housing needs, creating housing stability plans, and providing linkages and coaching in regards to income, employment and financial resources.

Homeless families and individuals may feel a sense of helplessness in their housing situation. Motivational interviewing brings about the feeling of empowerment to the individual to reach their goals. The process of motivational interviewing will create a relationship between Navigator and client that is on a peer to peer level to work through problems and create reachable solutions.

**I. PURPOSE OF THIS INVITATION**

MaineHousing is seeking a qualified organization to deliver a one-day classroom training in the area of motivational interviewing education to Emergency Shelter and Housing Assistance Program (ESHAP) Navigators. The training will be held on March 14, 2018 at a location in Augusta, Maine.

The Motivational Interviewing for Navigators training will help navigators to develop the skills to partner with clients in a conversation style that emphasizes strengthening the client’s own motivation and commitment to change their housing situation. Navigators using motivational interviewing will be able to collaborate with homeless families and individuals to set goals to obtain and keep permanent housing along with overcome other life barriers that may be impeding gaining housing stability.

The curriculum covers the following topics:

### **1. Defining Motivational Interviewing**

Navigators will gain a clear understanding of what motivational interviewing is and how it can play a part in their client to navigator relationships.

### **2. Identifying Client Ambivalence and How the Navigator Can Help**

Being homeless or imminently homeless is a complicated and emotionally charged event for individuals and families. The navigator may be tasked with overcoming barriers in the client's life to assist them in getting housed. Clients may be resistant to needed changes to overcome barrier. Motivational interviewing will assist in identifying a client's ambivalence. The module will teach how the navigator can assist the client with these feelings and help ease outside feelings of pressure.

### **3. Strategies of Motivational Interviewing-OARS**

Once a navigator has an understanding of what motivational interviewing is they will need to be able to implement it. The navigator will know strategies including how to ask open-ended questions, give affirmation to clients, be a reflective listener, and how to summarize. This module will help navigators practice the strategies they have learned.

Motivational interviewing gives navigators the tools abilities to partner with clients in empowering them. The practice of motivational interviewing alleviates outside pressures and stress to assist clients to internalize and come to goals independently. Coming to these decisions independently instills confidence and motivates much needed changes for clients.

## **II. SCOPE OF SERVICES**

### **A. Adult Training Methods**

The delivery of high-quality classroom training will utilize effective teaching methodologies and strategies for adult learners. It will teach ESHAP Navigators the basics of adult learning theory, instructional design methodology and effective training techniques for managing participants. The training will demonstrate how to engage a variety of learning styles and create an effective positive learning environment. Strategies for program delivery will include planning and designing training sessions, effective presentation skills, audience participation techniques, interactive methods/activities, and use of audio-visual aids and technology.

### **B. Motivational Interviewing Training Content**

Deliver a live, one day train-the-trainer classroom training to the ESHAP Navigators, which upon completion will prepared to use motivational interviewing in client interactions. The training to be provided by the successful respondent to this Invitation must be provided on March 14, 2018 and include the following:

- How to empower individuals in making life changes
- How to assist individuals and families in developing strategies to bring about change and maintain those strategies
- Develop relationship with client on a level as equals
- Motivate clients to look inward towards already inherit assets and qualities to bring about positive change
- Be able to identify the strategies of motivational interviewing and how to use them to help end client's homeless episode.

- How to promote housing stability through use of motivational interviewing.

All activities will be conducted in close collaboration with MaineHousing staff.

### **III. VENDOR QUALIFICATIONS.**

The successful respondent must be an organization which has experience and expertise in providing motivational interviewing training to non-profit or other organizations or groups and rental housing staff. The respondent must be able to provide classroom materials in the topic areas. Respondents to this Invitation should have extensive background and expertise working with Shelter staff and have in-depth knowledge of the issues and challenges facing homeless shelter professionals who work directly with Maine's homeless population.

### **IV. TERM OF CONTRACT**

Any contract awarded pursuant to this Invitation will be for a contract period running from the date the contract is executed by MaineHousing and the successful vendor and will remain in effect through April 30, 2018. The contract may be extended by MaineHousing for up to 30 additional days at MaineHousing's sole option.

### **V. FORMAT, CONTENT AND DEADLINE FOR PROPOSALS; QUESTIONS**

#### **A. Submission Requirements**

Proposals must be prepared using minimum 12-point font and in PDF format. Proposals must include the following:

- A completed cover sheet attached as Appendix A to this Invitation. The prices quoted by vendor on Appendix A must be (i) a firm, fixed all-inclusive amount that covers all labor, materials, communications, and all other costs to provide the required services other than transportation, and (ii) estimated transportation costs, including a "not to exceed" amount. MaineHousing will cover the costs of the training facility, refreshments, and any other ancillary costs as determined by MaineHousing.
- A concise description of vendor's qualifications and experience in providing motivational interviewing training services to non-profit or other organizations or groups and a description of vendor's expertise working with shelter staff, landlords and tenants and knowledge of issues and challenges facing homeless shelter professionals who work directly with Maine's homeless population.
- A description of past experience providing services similar to those required by this Invitation. Provide specific examples that are similar in scope and objective.
- Resumes of specific staff that will complete the trainings
- Samples of comparable training that would serve as examples of experience and expertise necessary for this work.
- Summary of proposed classroom material for training.
- Confirmation of availability on March 14, 2018. Initial the space on Appendix A.

- List of references.

Any responses received without all of the items listed above will be deemed incomplete, and will not be considered by MaineHousing.

**All proposals must be submitted by email to Leah Bruns, MaineHousing's Manager of Homeless Initiatives, at [lbruns@mainehousing.org](mailto:lbruns@mainehousing.org). Proposals must be received by MaineHousing no later than 5:00 p.m. local time on January 12, 2018. It is the responsibility of each respondent to ensure timely receipt of its proposal by MaineHousing. MaineHousing is not responsible for any late delivery of a proposal for any reason.**

## **B. Questions**

All questions concerning this Invitation to Submit Proposals must be directed to Leah Bruns, at [lbruns@mainehousing.org](mailto:lbruns@mainehousing.org), no later than January 12, 2018. MaineHousing will make available to all prospective vendors its responses to questions that MaineHousing deems relevant and material to this Invitation, which will become an Addendum to and part of this Invitation.

## **VI. SELECTION FACTORS**

In selecting an organization to provide the training services described in this Invitation, MaineHousing will consider the organization's prior successful experience in delivering tenant education training services to non-profit or other organizations or groups, particularly training services similar to those described in this Invitation, expertise concerning issues facing homeless shelter professionals who work directly with Maine's homeless population, and pricing. Subject to the rights reserved by MaineHousing in this Invitation, MaineHousing will award a contract to the party whose proposal conforms to this Invitation and is determined by MaineHousing to be most advantageous, taking into account these and other factors described in this Invitation.

## **VII. ADDITIONAL TERMS AND CONDITIONS**

In addition to the rights reserved by MaineHousing elsewhere in this Invitation, MaineHousing reserves the right:

- To modify or correct this Invitation at any time, whether before or after any responses have been submitted or received.
- To adjust the timetable for this Invitation as deemed necessary.
- To waive informalities and minor irregularities in proposals received.
- To contact any respondent to clarify any response after the deadline for submission of proposals.
- To reject and not consider proposals that do not meet the requirements of this Invitation, including but not limited to those with incomplete responses and/or responses offering alternate or non-requested services.
- To reject any or all proposals received in response to this Invitation and not to select any proposal or award a contract pursuant to this Invitation, or to cancel or terminate the Invitation process at any time, whether before or after any proposals have been submitted, if deemed to be in MaineHousing's best interest.

- To negotiate price or other factors included in any proposal submitted to MaineHousing, and in the event MaineHousing is unable to negotiate a mutually satisfactory arrangement with the successful respondent under this Invitation, MaineHousing may, in its sole discretion, negotiate with another respondent or cancel this Invitation and not select any proposal or MaineHousing may select another proposal.

Each respondent agrees to bear all costs and expenses of its response and there will be no reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during any negotiations.

Maine Freedom of Access Act. Information submitted to MaineHousing becomes public information, and is subject to disclosure in accordance with the requirements of law, including without limitation the Maine Freedom of Access Act, 1 M.R.S.A. Section 401 et seq. (“FOAA”), except as provided therein. Vendor acknowledges that MaineHousing is required to comply with FOAA.

*MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

APPENDIX A

**“TRAIN-THE-TRAINER” MOTIVATION INTERVIEWING EDUCATION SERVICES  
MAINEHOUSING**

Vendor Name/Firm:

\_\_\_\_\_

Contact Person including name, phone number, and e-mail address:

\_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**PRICING:**

(i) Labor, materials, communications, and all other costs to provide the required services both days, other than transportation **[NOTE: A firm, fixed all-inclusive price is required.]**

\$ \_\_\_\_\_

(ii) Transportation **[NOTE: Provide an estimated cost, with a “not-to-exceed” amount.]**

\$ \_\_\_\_\_ (estimated), not to exceed \$ \_\_\_\_\_

\_\_\_\_\_ *(Initial this line)* Yes, vendor is available to provide education services on March 14, 2018 at an Augusta, Maine training facility.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print name/title**