



REQUEST FOR PROPOSAL FOR CURRICULUM DEVELOPMENT & ADVISEMENT

RELEASE DATE: DEC 18, 2020

DEADLINE FOR PROPOSALS: 8 a.m. MST on JAN 11, 2021

HISTORY

WINGS Foundation Inc. (WINGS) is a nonprofit 501(c)(3) agency founded in Denver, Colorado with a mission to break the cycle and heal the wounds of childhood sexual abuse by providing education, advocacy and support to adult survivors, loved ones, providers and communities. WINGS was founded by and for female survivors of child sexual abuse (CSA) and incest (intra-familial abuse) out of their need to overcome immense barriers in accessing healing services. Since 1982, WINGS has evolved in innovative and inclusive ways across the Front Range of Colorado (from Boulder to Colorado Springs) and assisted thousands of CSA survivors of all genders through a highly successful support group model that shows measurable effectiveness in assisting adult survivors of CSA and their loved ones.

Today, demand for WINGS' services continues to rise. Emerging research on the neurobiology of trauma, including the Adverse Childhood Experiences Study (ACE Study), reinforces both the need for and benefit of specialized programs that support CSA survivors in their healing journey. WINGS now has the opportunity and responsibility to refine and scale its programs and services to reach CSA survivors throughout Colorado and beyond.

In 2016, WINGS aligned with the Colorado School of Public Health and community partners to conduct a community needs assessment to measure access to care issues and opportunities for CSA Survivors to strengthen the systems-wide response provided to them. Informed by this study and with support from the Colorado Office of the Attorney General, WINGS is now leading a Systems Improvement Project for CSA Survivors for the state of Colorado while undergoing a program redesign to better interface its services with this enhanced systems response. WINGS seeks dedicated and skilled professionals to assist in the implementation of this vision.

Guiding Principles: Inclusivity | Confidentiality | Empowerment | Resilience | Voice | Self-care | Accountability | Advocacy

Commitment to Diversity, Equity & Inclusion: WINGS is committed to being an anti-racist organization, grounded in intersectional principles and fostering a culture of respect and inclusion for all. We are actively engaged in a transformational process to build these principles into all aspects of our staff and volunteer leadership, policies, practices and programming.

Commitment to Trauma Informed Care (TIC): WINGS' mission and this project will also center principles of trauma-informed care, guided by SAMHSA (Substance Abuse & Mental Health Services Administration):

1. Safety
2. Trustworthiness & transparency
3. Peer support
4. Collaboration & mutuality
5. Empowerment, voice & choice
6. Cultural, historical & gender issues

Interested vendors should demonstrate a commitment to and competency in serving clients who prioritize DEI and TIC.



FOCUS of RFP: This RFP is focused on expertise to assist with development of curriculum to support programs and services for CSA survivors and loved ones, as well as provider trainings.

WINGS recognizes the need for expertise in adult learning practices to ensure program enhancements are optimized to reach and impact those we are honored to serve: adults who experienced sexual abuse in childhood (anyone 18 and over who experienced sexual abuse before the age of 18).

There are four phases to this project:

- Phase One – Discovery, Audit and Strategy (occurred November – December 2020) *COMPLETE
- Phase Two – Curriculum Plan Development: In-person & Online Learning (Jan 2021 – June 2021)
- Phase Three – Beta testing & online launch: Survivor Education & Outreach (July – August 2021)
- Phase Four – Beta testing & online launch: MDT Protocol development, Provider Trainings & Handbook revision completion (September – November 2021)

WINGS currently seeks a vendor for *Phases Two through Four*

The selected vendor will provide technical support and adult learning design expertise to partner with WINGS content experts to create a comprehensive **adult learning curriculum plan and guide content creation for corresponding project deliverables**. The vendor will also guide the WINGS team in key decision making on educational content design and delivery methods for all program areas.

All work will be supported by the following:

- **A WINGS-led team of professionals trained in counseling psychology and social work** will champion the clinical elements of this work
- **WINGS' Program Committee** consisting of CSA survivors, loved ones of survivors and WINGS Support Group Facilitators will inform key “lived experience” wisdom into the project
- **An external program evaluation team**, who has been partnering with WINGS for the past year will guide ongoing evaluation data and practice, which will need to be considered and incorporated throughout the curriculum development process
- **A brand and website development agency** will be partnering with WINGS from January – September to guide brand strategy, key messaging, and graphic design for use in all materials along with development of an updated website for a September 1 launch
- **Phase One Curriculum Discovery brief** will be provided and includes an audit of existing program materials, assessment of current state of overall goals of the organization related to the development of an overall learning strategy, focus groups and interviews, and mapping of desired learning products to be developed in future phases

The ideal vendor will be skilled as an adult learning professional; may have direct or indirect lived experience or other subject matter expertise relevant to WINGS' mission of serving adult survivors of CSA; and must be adept at working with teams of subject matter experts to assess the design and development of CSA survivor-centered learning curriculum as well as professional training curriculum, including evaluation metrics, to complete project deliverables.

WINGS Program Focus:

WINGS has been in operation for 38 years, evolving organically over that time. Over the past seven years, the organization has started strategically building capacity and infrastructure to refine its model



and effectively scale programming to meet the needs of CSA survivors across the state of Colorado. WINGS' flagship programming currently consists of:

1. The **CSA Survivor-Focused Outreach & Education Program** brings awareness to community constituents and service providers about the long-term consequences of childhood sexual abuse (CSA), the ways this trauma impacts adults and opportunities for healing.
2. The **Services for Survivors Program** has three components for primary/secondary victims/survivors:
 - Phone consultations,
 - Referrals to qualified therapists/agencies, and
 - Therapist-facilitated support groups, guided by the WINGS' comprehensive handbook, *Survivors' and Loved Ones' Guide to Healing*. WINGS Support Groups are a highly valuable complement to qualified, individual therapy for adults who were sexually abused as children.
3. The **Clinical Training Program** offers opportunities for master's-level students studying counseling or psychology, as well as licensed clinicians, to receive training to serve as therapist facilitators of WINGS support groups.
4. A new **CSA Survivor Multi-Disciplinary Team (MDT) Response** is being convened by WINGS, designed to increase access for this underserved population to comprehensive services they need to heal and thrive. WINGS is co-designing this MDT response in partnership with peer providers and will create **Provider Trainings** on how to screen for this trauma, provide appropriate referrals and/or provide CSA-Trauma Informed Care for direct therapeutic intervention.

The end goal is to create a culturally responsive, collaborative programming model with support for CSA survivors and their loved ones in every stage of healing and excellent training for key stakeholders in ways that meet all stakeholders where they are, empowering them to move forward in supporting the healing and thriving of all CSA survivors.

PROJECT SCOPE: Core deliverables of Phases Two - Four

WINGS is growing from an organization who primarily serves the Front Range of Colorado to one with a variety of education, advocacy and support options that will reach much wider audiences. We plan to enhance our online resources and trainings to support survivors, loved ones, providers and communities throughout Colorado, the US and beyond.

WINGS has developed several tools to provide education, advocacy and support to CSA survivors, including a comprehensive website and a resource-rich handbook for group members. WINGS plans to leverage these organizational assets to create expanded resources for CSA survivors, loved ones and providers, organized within a trauma-informed and change readiness framework. This framework is essential because CSA survivors engage with WINGS at different stages of readiness for the significant journey of healing, such as precontemplation, contemplation, preparation, action and maintenance (Prochaska & DiClemente, 1982; 1986). WINGS expects this process to provide a structure for an enhanced "survivor journey" that will serve as a source of information and empowerment for adults wishing to identify and address a history of CSA trauma and those who support them.



The selected individual or agency will work in partnership with the Executive Director, the Director and Associate Director of Programs and Survivor Services, WINGS staff and Clinical Supervisors, CSA Survivors and their Loved Ones to accomplish the following:

Key Objectives:

- Provide technical support and adult learning design expertise to partner with WINGS content experts to create and confirm a comprehensive adult learning curriculum plan and guide content creation for project deliverables
- Advise the WINGS team in key decision making on educational content design and delivery methods for all program areas
- Establish core learning goals and objectives for all key programmatic and service areas of the organization (as outlined below)
- Where needed, write and edit portions of content to accomplish core program deliverables, as follows:

Project Deliverables:

CSA Survivor-Focused Outreach & Education Program

- Provide content and training to WINGS staff on principles of adult learning to build capacity in designers, presenters and facilitators – for all WINGS learning materials
- Partner with team to design learning goals for outreach video that will serve as foundational educational offering for all audiences
- Provide input on learning content for boiler plate slide deck for WINGS presentations that can be modified for various audiences
- Support development of blog strategy, articles for key audiences on this topic and podcast series

Website with Mobile Capabilities Content

- Work with website development team to ensure learning strategy is integrated into website
- Guide content for website that supports WINGS' intention to be a welcoming expert organization that respects and represent the diverse voices and experiences of CSA survivors
- Content may include topics from existing WINGS handbook adapted to the web

Services for Survivors & Loved Ones Programming

- Redesign and rewrite the *WINGS Survivors' & Loved Ones' Guide to Healing* handbook (in partnership with clinical guidance from WINGS' Director and Associate Director of Programs & Survivor Services, Lead Clinical Consultant, Programs Committee and Program Evaluation team). The handbook will be reorganized and rewritten to:
 - align with the WINGS CSA recovery conceptual framework
 - update with current research and content
 - incorporate voices and perspectives of more diverse researchers, survivors and loved ones
 - be concise to streamline content and reduce redundancy
 - identify gaps in content and new opportunities for enhanced “pre” and “post” support group programming and service areas



- Create workbooks / learning guides tailored to specific audiences to accompany text (survivors, loved ones, providers) that incorporate specific coping strategies, discussion topics or other audience-specific content alongside each chapter.

Clinical Training Program for Support Group Facilitators

- Review and assist in editing updated learning materials for WINGS Support Group Facilitators
- Optimize learning guides and graphics for professional audiences

CSA Survivor Multi-Disciplinary Team (MDT) Response and Provider Trainings

- Edit Multi-Disciplinary Team Response (MDT) Protocol Guidebook that maps coordinated community response for CSA survivors
- Guide development of related video training content (connected to both outreach video and provider training videos)
- Collaborate on the development of WINGS provider trainings (administered through a new learning management system or LMS), aligned with the principles of diversity and inclusion, trauma-informed practices, research on how people learn and best practices in professional development
- Partner in the selection and implementation of new LMS to support all the above goals

Ensure attention to diverse peoples and their needs throughout all the above work.

Budget Phase Two - Four: \$70,000 - \$85,000 estimated range

*This budget anticipates some coaching and advising to maximize internal staff capacity and strengths in accomplishing identified projects.

SUBMISSION CRITERIA

WINGS welcomes proposals from all interested, qualified individuals and agencies. Proposals should be no more than 8 pages (excluding supplemental documents) and at a minimum cover the following:

Statement of Qualifications – detailing your capacity and experience to address the project scope

Personal and/or Organizational Bio

Project Plan and Timeline – to execute desired outcomes for the project scope by:

Phase Two – Curriculum Plan Development: In-person & Online Learning (Jan 2021 – June 2021)

Phase Three – Beta testing & online launch: Survivor Education & Outreach web components (July – August 2021)

Phase Four – Beta testing & online launch: MDT Protocol development, Provider Trainings & Handbook revision completion (September – November 2021)

Capacity & Availability – to work with curriculum team, program committee and key stakeholders, including adult CSA survivors

Detailed Budget – line item and narrative of resources needed to meet project plan and timeline

References – contact information for at least 3 organizations who would speak about your work if contacted by WINGS

Contract shell – please provide your contract shell.



In addition to the proposal, you are encouraged to submit examples of past work products or other items that demonstrate the approach. Upon review, WINGS will schedule follow-up meetings with the top candidates before making a final decision.

RFP TIMELINE

- RFP released on December 17, 2020.
- Proposal due 8 a.m. MST on January 11, 2020.

Please send questions and RFP submission to Lori Frasco, Director of Programs and Survivor Services, via email at lori.frasco@wingsfound.org with subject line "Curriculum Development Proposal – [name]."