FIELD TRAUMA TRIAGE GUIDELINES DEMONSTRATION PROJECT
REQUEST FOR PROPOSALS

PROJECT DESCRIPTION

For three decades, the American College of Surgeons' National Guidelines for the Field Triage of Injured Patients—referred here as the Field Trauma Triage Guidelines (FTTG) for brevity—have been widely adopted by trauma systems in the United States to support decision making by emergency medical services (EMS) agencies in the care of injured patients. However, the implementation of FTTG remains inconsistent. EMS agencies face challenges in disseminating, training, and implementing the most recent FTTG (2021 FTTG) due to staffing and resource limitations. And, as a result, these guidelines are not always understood or adopted.

The USA Center for Rural Public Health Preparedness (USA Center), in partnership with National Highway Traffic Safety Administration (NHTSA) and the National Institute for Defense Health Cooperation, is launching the Field Trauma Triage Guidelines (FTTG) Demonstration Project to support and evaluate the implementation of the 2021 FTTG within state, local, and tribal EMS systems. The overarching objective of this project is to enhance patient outcomes, trauma care, and fair access to essential services, and especially in rural and underserved communities.

With its expertise in training and public health, the USA Center will serve as the lead for this project and selected EMS agencies will serve as sub-awardees.

PURPOSE

The purpose of Field Trauma Triage Guidelines Demonstration Project is to support EMS agencies as they implement and evaluate the deployment of the 2021 FTTG. EMS agencies are diverse in their makeup as well as their needs. This project aims to address the challenges faced by many EMS agencies as they seek to implement, train, and disseminate the 2021 FTTG. The project seeks to enhance the adoption and implementation of the updated guidelines, improving trauma care practices and patient outcomes by providing financial support to develop policies, procedures, training, and other tools necessary to successfully implement the guidelines.

Through this project multiple EMS agencies will be selected to represent the diverse landscape of United States Emergency Medical Services. Agencies serving rural and under-resourced communities will be prioritized but this will not exclude other communities from receiving funding. Rural and under-resourced communities are critical as these areas often experience barriers to accessing timely and effective trauma care.

ELIGIBILITY CRITERIA

Organizations eligible for this effort are preferred to meet two or more of the following criteria:

- Is a private, volunteer, fire-based, hospital-based, or municipal-based service.
- Serves any of the following populations: urban, suburban, rural, or tribal nations.
- Serves multiple states.

All EMS organization proposals will be reviewed for consideration. To ensure a fair evaluation process, the submitting agencies will be scored against their agency type; for example, metro agencies will only be scored against other metro agencies and volunteer agencies against other volunteer agencies.

AWARD INFORMATION

Anticipated Number of Awards: 5-7
Anticipated Award Amount: Up to $90,000 over 18 months
Length of Project: Up to 18 months

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APPLICATION AND SUBMISSION INFORMATION

<u>**Project Narrative - (Maximum 7 pages total)**</u>

The Project Narrative describes your plan for implementing the Field Trauma Triage Guidelines (FTTG) in your organization. It must include the following sections:

I. **Organizational Description & Capacity (20 points—approximately 2 pages)**
   1. Organizational overview, including:
      i. Category of emergency services (e.g., rural, suburban, metro, tribal, volunteer, private)
      ii. Geographic area(s) served (i.e., jurisdictions of responsibility and square miles covered)
      iii. Type of organizational facility (e.g., hospital-based, fire-based)
      iv. Types of services provided by your organization (e.g., Basic Life Support (BLS), Advanced Life Support (ALS), Critical Care Transport (CCT))
      v. Average annual call volume, including number of mass casualty incidents over the last five years
   2. Capacity to conduct the proposed project, including:
      i. Capacity to manage the award, including meeting program management and reporting requirements, developing and implementing organizational policies and procedures, and curriculum development. Please include qualifications for and access to the following categories of personnel:
         a) Project management
         b) Subject matter experts
         c) Instructional designers
         d) Graphic designers
         e) Technical writers
      ii. Whether your organization has experienced staff to conduct the proposed project (e.g., trainers)
   3. Technical capabilities, including the ability to:
      i. Develop policies and procedures
      ii. Develop training materials such as job aids, web-based courses, or instructor-led curriculum for EMS personnel
      iii. Deliver training to EMS personnel
         a) Qualifications of and access to instructors
         b) Capability to deliver and technology to deliver face-to-face, web-based, and blended training curricula, including computer and software systems.
   4. Relevant experience, including:
      i. Previous experience developing and implementing initial staff and sustainment training
      ii. Previous experience developing and implementing implementation toolkits for EMS agencies of comparable size and structure
      iii. Previous experience sharing best practices with other EMS facilities/organizations, including the methods and approaches used to disseminate this information, if applicable

II. **Current Triage System Description (10 points—approximately 2 pages)**
   1. Overview of the current triage system in use, including how triage has been implemented within your organization.
   2. Organizational processes that monitor the effectiveness of field triage, including:
      i. Organizational structures (e.g., existing implementation teams, training units)
      ii. Organizational processes (e.g., promulgated policy, SOPs / General Operating Guidelines; call reviews / trend analysis, quality assurance / quality control)
      iii. Dedicated resources (e.g., training days, booster sessions, job aids)
      iv. Organizational communication (e.g., after-action reviews, discussions)
      v. Metrics collected and monitored to determine effectiveness of triage (e.g., patient survivability)

III. **Activities and Proposed Workplan (30 points—approximately 3 pages)**
   1. Present clear goals and objectives for the project, ensuring they are SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

2. Provide a staffing plan and project management structure that is sufficient to achieve project goals. Your proposed staffing plan should include staff descriptions, qualifications, and an organizational chart. Include key personnel resumes in an appendix.
3. Include a logic model (preferred) to visually represent the project's inputs, activities, outputs, and outcomes.
4. Develop a feasible work plan to complete all project activities within eighteen months.
5. Develop a proposed implementation plan that includes a toolkit with policy and procedure templates, promotion flyers, job aids (e.g., quick reference guides, checklists), and any other materials necessary to facilitate the integration of the 2021 FTTG.

IV. **Budget & Budget Rationale (40 points—no page limit)**
   Provide a budget detailing expenses for personnel, equipment, and other relevant costs. Additionally, you must include a budget justification explaining the items included in your budget. The budget template is provided, view and download here.

Application Format
The project narrative must adhere to a 7-page limit. The project narrative should be formatted with a standard 12-point font (e.g., Times New Roman, Arial) and single-spaced with 1-inch margins on all sides. Diagrams, charts, and photos may be included within the 7-page project narrative. Applications with project narratives exceeding the 7-page limit will be considered, but it will negatively impact scoring.

The budget justification should be formatted using a standard 12-point font and single-spaced with 1-inch margins on all sides. There is no page limit for the budget justification.

Attachments such as resumes, letters of support, and other supplemental documents can be included as appendix items. There is no page limit for appendix items.

Please ensure that your submission is concise, clear, and within the page limit to facilitate efficient review.

Submission Guidelines
All applications must be submitted at https://u.tamu.edu/7OWGHlv3 by 31 MARCH 2026 at 5:00 PM CT.

REQUIRED ACTIVITIES
Selected sub-awardees will be required to meet the following key milestones:
- Develop 2021 FTTG implementation toolkit for other EMS agencies of comparable size and structure/shape. This in expected to include a minimum of policies, procedures, and training curriculum.
- Collaborate with Texas A&M FTTG Evaluation Team to develop an evaluation plan.
- Identify and implement strategies to integrate the 2021 FTTG guidelines into the organization and into other EMS agencies of comparable size and structure/shape.
- Participate in the satisfaction survey as well as in-person and virtual interviews to describe the experiences of implementing the FTTG and evaluate the tools developed through the project.
- Submit monthly reports on project performance measures and progress towards project completion.

PROJECT TIMELINE
The selected organizations will work with the Texas A&M Evaluation Team to develop a comprehensive work plan outlining the project. The information below provides a general flow of the work. Specific due dates will be finalized with the tailored workplans. The following is a general project timeline with key milestones/required activities.
- **Year 1**: Focuses on developing the FTTG implementation toolkit, collaborating with the Texas A&M Evaluation Team, and submitting monthly progress reports.
- **Year 2**: Continues the Implementation Toolkit development and establishes the program evaluation of implementation strategies and satisfaction surveys following training.
- **Year 3**: Includes the continuation of monthly progress reporting, follow-up evaluations, and project close out.

EVALUATION CRITERIA

To ensure a fair evaluation process, each proposal will be assigned to a specific agency-group type and scored compared to proposals of the same agency-group type (e.g., metro agencies to metro agencies, rural agencies to rural agencies). Table 1 provides detailed descriptions for each criterion required in the proposal.

Table 1 Proposal Evaluation Criteria

Criteria	Max Score	Criteria Evaluation Breakdown
		**Section I. Organizational Description & Capacity (20 points)**
Organization description (category, geographic area, type of facility, services provided)	5	**The proposal includes information about:** - Category of emergency services (e.g., rural, suburban, metro, tribal, volunteer, private) - Geographic area(s) served (i.e., jurisdictions of responsibility and square miles covered) - Type of organizational facility (e.g., hospital-based, fire-based) - Types of services provided by your organization (e.g., Basic Life Support (BLS), Advanced Life Support (ALS), Critical Care Transport (CCT)) - Average annual call volume, including number of mass casualty incidents over the last five years
Organizational capacity to conduct and manage the project	5	**The proposal clearly describes adequate capacity to manage the subaward, including meeting program management and reporting requirements, developing and implementing organizational policies and procedures, and curriculum development. Includes qualifications for and access to the following categories of personnel:** - Project Management - Subject Matter Experts - Instructional Designers - Graphic Designers - Technical Writers
Technical capacity	5	**The proposal describes the organization's technical capabilities to complete each of the following:** - Develop policies and procedures - Develop training materials (e.g., job aids, web-based course and instructor led curriculum) - Deliver training to EMS personnel, including qualifications of instructors and technology to deliver face-to-face, web-based, and blended training curricula
Organization's relevant experience	5	**Proposal outlines previous applicable experience including:** - Developing and implementing initial staff and sustainment training - Previous experience developing and implementing implementation toolkits for EMS agencies of comparable size and structure - Previous experience sharing best practices with other EMS facilities/organizations, including the methods and approaches used to disseminate this information, if applicable
		**Section II. Current Triage System (10 points)**

Current triage system	5	Proposal explains how triage has been implemented within the organization
Organizational processes	5	Proposal clearly describes the organizational processes used to monitor the effectiveness of the triage system. Includes descriptions of: - Organizational structures (e.g., existing implementation teams, training units) - Organizational processes (e.g., promulgated policy, SOPs / General Operating Guidelines; call reviews / trend analysis, quality assurance / quality control) - Dedicated resources (e.g., training days, booster sessions, job aids) - Organizational communication (e.g., after-action reviews, discussions) - Metrics collected and monitored to determine effectiveness of triage (e.g., patient survivability)
Section III. Proposed Activities & Workplan (30 points)		
Clear and SMART goals and objectives	5	The proposal presents clear goals and SMART objectives
Staffing plan and project management structure	5	The proposal provides a staffing plan and project management structure sufficient to achieve project goals
Logic model or clear visual representation	5	The proposal provides a logic model that visually represents the project's inputs, activities, outputs, and outcomes
Feasibility of work plan	5	The proposal provides a detailed work plan that provides adequate detail explaining how each goal and objective will be achieved
Timeline	5	The proposal provides a detailed timeline that shows deadlines and deliverable dates within the eighteen months
Development of implementation toolkit	5	The proposal provides a comprehensive description of how the organization will develop and apply the implementation toolkit, including policies and procedures, promotion flyers, job aids, checklists, and other necessary resources for integrating the FTTG into operations
Section IV. Comprehensive Budget & Budget Rationale (40 points)		
Detailed budget	20	The proposal provides a comprehensive budget to support the proposed activities that details costs for each of the following categories, as applicable: - Personnel - Travel, including purpose of the travel - Materials and supplies - Supplies - Equipment - Miscellaneous items
Budget Rationale	20	The proposal provides rationale for each cost listed in the proposed budget.
Total Points Possible	**100**	

The rubric above provide description of the criteria by which the proposal will be evaluated.

1) Before scoring begins, all proposals will be assigned to a single agency-type category (i.e., tribal, rural, suburban, metro, multi-state) based on the information provided within the proposal.

2) Proposals will be reviewed for completeness.
3) Each criterion in sections I-III will be scored using the five-point scale in Table 1.
4) The proposal with the highest score within each EMS agency type-category will be recommended to receive the subaward. If that agency declines, the offer will go to the next highest scoring agency in that category.
5) Each award amount will be determined based on the proposed budget and scope of work. Sub-awards may be up to $ 90,000.00.
6) NIDHC retains the final approval authority for each sub-award.

Table 2 Proposal Evaluation Scale Description

Score	Rating	Description
5	Exceptional	The section is **crystal clear, comprehensive, and mutually beneficial**. All deliverables, roles, and responsibilities are explicitly defined, measurable, and logically sequenced. The section leaves **zero room for ambiguity** or interpretation.
4	Very Good	The section is **highly detailed and addresses all requirements**. All key components are present and well-defined. Only minor, non-critical details (e.g., a specific acceptance criterion) might be slightly general, but the core work is understood.
3	Acceptable	The section **covers the required work** but contains minor ambiguities or generalizations regarding specific deliverables, success metrics, or boundaries ("out-of-scope" items). Requires clarification but is fundamentally sound.
2	Weak	The section is **vague or incomplete in key areas**. Crucial deliverables or responsibilities are missing or poorly defined, indicating a potential misunderstanding of the required work.
1	Unsatisfactory	The section is **fundamentally flawed**, misrepresenting the project or failing to define major work components. May create disputes during execution.
0	Unreviewable	Key components were not addressed in the proposal.

The budget will be evaluated using a 20 point scale with ranges as described in Table 3.

Table 3 Budget Scoring Descriptions

Score Range	Rating	Description
16-20 pts	**Exceptional**	The budget is flawless, highly detailed, and fully justified. Itemizes costs for every applicable category (Personnel, Travel, Materials, Supplies, Equipment, Miscellaneous). Provides an exceptionally strong and clear rationale for each cost element. Travel purposes are explicitly defined and justified. The level of detail allows for immediate understanding and acceptance of all financial assumptions, demonstrating superior financial planning and maximum transparency. The budget clearly maximizes value and minimizes financial risk.
11 - 15 Pts	**Very Good**	The budget is comprehensive, complete, and generally well-justified. It addresses all applicable cost categories with a high level of detail. The rationale for most major costs is clear and sound. Minor omissions may exist in the rationale for a few smaller, less critical items, or the detail provided for one or two categories might be slightly less granular than the others (e.g., supplies are grouped broadly). The budget is highly reliable and requires only minor, non-critical clarifications.
6-10 Pts	**Meets Expectations**	The budget meets the basic requirement of listing costs by category, but the rationale and/or level of detail are inconsistent. All cost categories are present,

		but the justification is generic, vague, or missing for several line items. For example, personnel costs are listed but hourly rates are not explained, or the purpose of some travel is unclear. The overall budget is acceptable but requires follow-up questions and clarification before final approval to ensure costs are necessary and reasonable.
1-5 Pts	**Unsatisfactory**	The budget is significantly lacking in detail, completeness, or justification. Several required cost categories are omitted or vaguely grouped (e.g., Materials and Supplies are lumped together without breakdown). The rationale for major costs is missing or entirely unconvincing. This demonstrates poor financial planning and introduces high financial risk or uncertainty.

CONTACT INFORMATION
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