

# 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 Center for Disaster Medicine and Public Health (NCDMPH), 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 five agencies will be selected to represent the diverse landscape of EMS in the United States. One EMS agency from each of the following categories will be selected: tribal, rural, suburban, metro, and multi-state. Agencies that serve rural and underserved communities will be prioritized but this will not exclude other communities from receiving funding. Rural and underserved 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

Anticipated Award Amount: Up to \$103,000 over 30 months

Length of Project: Up to 30 months

## **APPLICATION AND SUBMISSION INFORMATION**

### **Project Narrative - (Maximum 7 pages total)**

The Project Narrative describes your plan for implementing the project. It must include the following sections:

#### **I. Organizational Description & Capacity (20 points—approximately 2 pages)**

1. Describe your organization, including:
  - i. Category of emergency services (e.g., rural, suburban, metro, tribal, volunteer, private, etc.).
  - ii. Geographic area(s), such as urban, rural, or tribal areas.
  - iii. Type of organizational facility (e.g., hospital-based, fire-based); and
  - iv. Types of services provided by your organization (e.g., Basic Life Support (BLS), Advanced Life Support (ALS), Critical Care Transport (CCT) )
2. Describe your organizational capacity for conducting the proposed project, including:
  - i. Capacity to manage the award, including reporting requirements, program personnel, and oversight; and
    - a) Organizational capacity and capability (e.g., number of ambulances, staffing availability) to conduct this project.
    - b) Whether your organization has experienced staff to conduct the proposed project (e.g., trainers, etc.)
  - ii. Describe your technological capacity, including:
    - a) Ability to train internally and/or externally.
    - b) Availability of qualified instructors, instructional designers, graphic designers, and technical writers (internal or contracted)
    - c) Relevant computer and software systems to create training and implementation materials (e.g., job aids, curriculum, etc.)
3. Describe your organization's relevant experience, including:
  - i. Any previous staff training and maintenance of triage protocols.
  - ii. Any experience developing other implementation plans or toolkits; and
  - iii. Any experience developing implementation toolkits for EMS agencies of comparable size and structure.
  - iv. Any experience sharing best practices with other EMS facilities/organizations, including the methods and approaches used to disseminate this information, if applicable

#### **II. Background (11 points—approximately 2 pages)**

1. Describe the need for using the 2021 Field Triage Trauma Guidelines (FTTG), including its relevance to your community and the advantages and disadvantages of FTTG (e.g., patient survivability).
2. If applicable, demonstrate how the 2021 FTTG has been implemented within your organization.
3. If applicable, explain how the FTTG has been institutionalized as part of your routine operations, detailing:
  - i. Organizational structures (e.g., existing implementation teams, training units).
  - ii. Organizational processes (e.g., institutionalized policy, records of FTTG use).
  - iii. Dedicated resources (e.g., training days, booster sessions, job aids); and
  - iv. Organizational communication (e.g., after-action reviews, FTTG discussions)
4. Address both the successes and challenges you have encountered or may encounter in implementing the FTTG within your organization.

#### **III. Activities and Proposed Workplan (50 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 an adequate 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 the allotted time.
5. If applicable, describe the activities that were previously used to integrate the 2021 FTTG guidelines into your organization, emphasizing the steps you have already taken for implementation.
6. 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 Justification (15 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 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, such as Times New Roman or Arial, 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 2025 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.
- Collaborate with Texas A&M FTTG Evaluation Team to develop an evaluation plan.
- Identify 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 following technical assistance instances.
- Submit monthly reports on project performance measures and progress towards project completion.

#### **PROJECT TIMELINE**

The selected organizations will work with the Texas A&M FTTG team to develop a work plan to complete 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 project timeline with key milestones/required activities.

- **Year 1:** Focuses on developing the FTTG implementation toolkit, collaborating with the Texas A&M FTTG Evaluation Team, and submitting monthly progress reports.
- **Year 2:** Emphasizes identifying integration strategies and participating in satisfaction surveys following technical assistance.
- **Year 3:** Includes the continuation of monthly progress reporting and any follow-up evaluations.

#### **EVALUATION CRITERIA**

**To ensure a fair evaluation process, each proposal will be assigned to a specific agency-group type and scored compared to other to the different agency types. We will compare metro agencies to metro agencies, rural agencies to rural agencies etc.**

Evaluation Criteria	Weighted Max Score	Evaluation Criteria Breakdown
<b>Organizational Description &amp; Capacity (20 points)</b>		
Organization description (category, geographic area, type of facility, services provided)	2	Is the organization clearly described, including details about its emergency service category, geographic areas served, types of facilities, and services provided?
Organizational capacity to conduct and manage the project	5	Does the narrative explain the organization's ability to manage the project, including staffing, reporting, and oversight capabilities? Does the organization have the necessary capacity to conduct the project (e.g., number of ambulances, qualified personnel, etc.)?
Technological capacity (training systems, materials creation, etc.)	3	Does the organization have the technological infrastructure to support training and materials creation (e.g., qualified instructors, designers, software systems)?
Relevant experience in developing and implementing FTTG	5	Does the organization have demonstrated experience in FTTG training, implementation, and toolkit development? Are there examples of past successes or lessons learned that show the organization's expertise?
Experience in sharing best practices with other organizations	5	Does the organization have a history of sharing the best practices or disseminating information with other EMS facilities? Are the methods used effective?
<b>Background (11 points)</b>		
Need for using 2021 FTTG and its relevance to the community	1	Does the narrative clearly identify the need for implementing the 2021 Field Triage Trauma Guidelines and its relevancy to the community?
Staffing plan and project management structure	1	Does the narrative include a clear staffing plan with appropriate roles, qualifications, and an organizational chart? Is the proposed structure sufficient to achieve the project's goals?
Advantages and disadvantages of FTTG	1	Does the narrative provide a view of the advantages and disadvantages of the FTTG, considering factors such as patient outcomes and community impact?
Implementation of 2021 FTTG within the organization	3	Does the narrative explain how FTTG has been integrated into the organization, with examples of actions taken to incorporate the guidelines into practice?
Institutionalization of FTTG in routine operations	3	Does the narrative clearly detail how FTTG has been institutionalized (organizational structures, processes, resources, communication methods)? Are these processes sustainable and integrated into daily operations?
Successes and challenges in implementation	2	Does the narrative identify both successes and challenges encountered in implementing the FTTG, demonstrating a reflective approach to the project's progress?
<b>Activities &amp; Proposed Workplan (50 points)</b>		
Clear and SMART goals and objectives	10	Are the project goals and objectives specific, measurable, achievable, relevant, and time-bound (SMART)? Are the objectives aligned with the overall project purpose?
Logic model or clear visual representation	10	Does the narrative provide a clear and appropriate logic model that visually represents the inputs, activities, outputs, and outcomes of the project?

<b>Feasibility of work plan and timeline</b>	<b>10</b>	Is the work plan feasible within the allotted time? Does the timeline address all necessary activities and milestones to ensure timely project completion?
<b>Integration of FTTG into the organization</b>	<b>10</b>	Does the narrative describe planned activities to integrate the FTTG, including steps taken so far and future actions to continue the implementation process?
<b>Proposed implementation toolkit (materials)</b>	<b>10</b>	Does the narrative propose a comprehensive implementation toolkit, including policy templates, promotion flyers, job aids, checklists, and other necessary resources for integrating the FTTG into operations?
<b>Budget &amp; Budget Justification (15 points)</b>		
<b>Detailed budget with justification</b>	<b>15</b>	Is the budget detailed, clear, and aligned with the activities described in the narrative? Does the justification provide a clear rationale for each budget item (personnel, equipment, etc.)?

**Total Points Possible: 100**

The rubric above guides the evaluation of the project narrative, budget, and budget justification based on the criteria set forth in the proposal.

- 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 item will be given a score of 1 to 5. A score of five represents the most desired explanation / demonstration or capability / capacity. A score of one represents items that were not addressed in the proposal.
- 4) Each criterion score will be multiplied by the maximum score to create a composite score for each proposal.
- 5) 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.
- 6) Each award amount will be determined based on the scope of work agreed upon by USA Center and the sub awardee. Sub awards are up to \$ 103,000.00.
- 7) NHSTA / DOT retains the final approval authority for each sub award.

**CONTACT INFORMATION**

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