



**REQUEST FOR PROPOSAL
No. 2018-012**

Early Childhood Mental Health Consultation Service Provider(s)

Issued: December 20, 2018

TABLE OF CONTENTS

Section I RFP Announcement	2
Section II Scope of Services	3
Section III Provider Qualification and Certification Requirements	5
Section IV Contractor Response Instructions & Proposal Requirements	6
Section V General Proposal Requirements	8
Attachment A Services Area	
Attachment B Background Clearance Requirements	



Section I

Purpose/Background:

Inspire Development Centers (IDC) is a federal and state funded non-profit organization providing comprehensive early care, education, and family services to young children and their families. Our services are largely in more rural areas and support families of farm workers. IDC is requesting proposals for Early Childhood Mental Health Consultation Service Provider(s) for the agency's Head Start, Early Head Start, Migrant Seasonal Head Start, Migrant Early Head Start, and Early Childhood Education Assistance Programs. The height of services required will be during the season that young children of migrant farmworker families are receiving services from our program; from approximately May to October. The role of the Mental Health Consultant (MHC) is responsible for providing early childhood mental health consultation services to support the young children (ages birth to five) we serve as well as the Head Start classroom staff, expectant mothers, and families of these children. The MHC will provide a broad range of services, including early childhood mental health consultation in classrooms and through home visits; training and coaching staff; screening, assessments, and referral services. The MHC will also collect data, maintain records and support compliance in all facets of Head Start Performance Standards, HIPPA, and state regulations.

IDC is seeking only qualified mental health contractor(s) to provide onsite services to multiple IDC Child Development facilities located in the state of Washington, see **Attachment A**. Contract Service period is one (1) year with an option, if both parties are agreeable, to renew for two (2) additional years. IDC reserves the right to award contracts to multiple providers should this be in the best interest of the agency.

Contact Person: Peggy Glossen, Purchasing Manager

Inspire Development Centers, 105 South 6th Street, Suite B, Sunnyside, WA 98944

Telephone: (509) 837-2225 ext. 70829 Fax: (509) 839-8688

Email: Procurement@inspirecenters.org

Any inquiries or requests regarding this procurement must be submitted to the Procurement Department in writing, **preferably** via email.

Proposal Deadline:

All proposals will be noted and stamped by time and date submission. All contractors responding to this solicitation shall have until **4:00 PM PACIFIC STANDARD TIME ON FRIDAY, JANUARY 18, 2019** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted.



Section II

Scope of Services for Mental Health Services - Site & Individual Level

Mental Health Services at the Site Level include classroom observations and referrals, staff trainings and orientations, and client staffing.

- A. Orientations-Services to be provided by Certified or Licensed Staff.
 1. Site Orientation - A thirty (30) minute orientation on “Mental Wellness”, resources in the community and the role of the Consultant will be done with parents at each site.
 2. Mental Health Orientation should be completed within 60 days of start of the program.
 3. Mental Health Orientation may be combined programs. (Example: MSHS and MEHS or RHS and REXP).
- B. Classroom Observations - Classroom environment observations will be done in thirty (30) minute increments per class unless approval has been received (in writing) by Lead Mental Health and Disabilities Specialist to lengthen observation time. A meeting will occur with classroom staff where feedback will be shared and the observation will be discussed. The first classroom observation will be conducted to help build relationships with agency staff, identify strengths and areas for improvement in classroom environment, evaluate teacher-child interaction, and identify children who may require future services (prevention/intervention). The need for a second observation to reassess the classroom, teachers, and children will be determined by IDC.
 1. Classroom Observations to be completed within 60 days of the opening of classroom per program.
 2. Mental Health Consultants to complete CLASS two day training with IDC trainer at the cost of provider.
- C. Individual Child Observation – Observations of individual children may be requested that will result in a classroom or home plan to support the child, a possible referral for further individual evaluation, or referral to other services. The observation of the children by the consultant will actively involve the impression, knowledge and observation of the child by the child’s parent/guardian and classroom teaching staff. Mental Health Consultant to model appropriate intervention strategies in classroom. Permission from the child’s parents/legal guardian is required for the contractor to specifically observe a child. IDC staff is responsible for obtaining written permission from the parents. The Mental Health Consultant will have five (5) working days to respond to the center after receiving a referral.
 1. Mental Health Consultants to complete “Functional Behavior Assessment” to identify specific target behavior, the purpose of the behavior, and what factors maintain the behavior that is interfering with the student’s educational progress. (FBA training at the cost of provider).
 2. Mental Health Consultants will develop a written behavior modification plan.
- D. Feedback Staffing – Special help for children with suspected atypical behavior will occur in the form of a staffing after the individual child observation. These staffing’s will pertain to the implementation of special skills necessary for providing supportive services to children (i.e. behavior modification plans, Individual Positive Guidance Plan (IPGP) classroom management skills, self-regulation activities, etc.) If behavior concerns warrant further supports the contractor can initiate referrals at this time to mental health agencies with parent permission. These staffing’s are intended to help identify and serve children with significant social-emotional challenges, clinical diagnoses, and children who may qualify with the school district as seriously emotionally disabled.
- E. Parent Consultations – Services to be provided by Licensed Staff.



1. Parent Consultations to provide individual opportunities for parents to discuss mental health issues related to their child and family and provide access to community resources that address concerns identified by the family. In addition Parent Consultations should enable parents to work with their family to access community resources that address the concerns identified by the family.
2. Two Parent Consultations are allowed per family (beyond the second consultation an Emergency Mental Health Consultations must be approved by Lead Mental Health and Disabilities Specialist.)
3. The Mental Health Consultant will have five (5) working days to respond to the center after receiving a referral.
4. Mental Health Consultants to bill only direct services as “No Shows” are considered non- billable time.

F. Training

1. Parent Training – will occur on an identified training topic specified by IDC in conjunction with the contractor related to Social Emotional Development, Early Childhood Mental Health, and other topics pertinent to our families. To be completed prior to end of program term.
2. Staff Training – will occur on an identified topics specified by IDC in conjunction with the contractor related to Social Emotional Development, Early Childhood Mental Health, Supporting children with challenging behaviors, and other topics pertinent to our staff. To be completed prior to end of program term.
3. Mental Health Consultants to attend required training provided by IDC as deemed necessary. Mental Health Consultants to document services rendered at a reduced hourly rate.

G. Quarterly Meeting – A quarterly face to face or teleconference meeting will be held with IDC staff and Mental Health Consultant to discuss the mental health program strengths and procedures for the program year. IDC staff will complete an evaluation survey to identify needs and strengths.

H. Report and Case Files – Original Consultation Notes should be sent via mail with service rendered forms to Lead Mental Health and Disabilities Specialist to be stored in a locked file and one copy of the report will be kept by Mental Health Consultant for follow up; to be stored in a locked file

1. Center staff will provide screening services for all children utilizing the Ages and Stages Questionnaire: Social Emotional. For children who require additional evaluation, assessment, and treatment; medical coupons, private insurance, and/or sliding fee scale will be used on a case-by-case basis. An addendum to the contract can be done for those families who cannot afford the sliding fee scale. IDC Staff will make this decision.



Section III

Provider Qualification and Certification Requirements

Inspire Development Centers reserves the right to request any documentation listed above for proof of certification prior to award of contract.

- A. Education Staff Associates (ESA) in public schools in Washington State are required to hold a valid certificate or temporary permit for the specific role in order to be employed or utilized as a contractor. The certificate is an official document which attests to minimum prerequisites, which include the following:
- B. Must be able to legally practice in the state of Washington as a mental health professional.
- C. Must have earned a minimum of a Master's Degree or Doctorate's from a regionally accredited institution and hold a current license; along with satisfying the mandated requirements for their field.
- D. The following professions are accepted:
 - 1. Mental Health Counselor must have either a master's or doctoral degree in mental health counseling or a behavioral science master's or doctoral degree in a field relating to mental health counseling.
 - 2. Social Worker must have either a master's or doctorate social work educational program accredited by the council on social work education.
 - 3. Marriage and Family Therapist must have either a master's or doctoral degree in marriage and family therapy, or behavioral science master's or doctoral degree from an approved school.
 - 4. Licensed Social Worker Associate must have a master's or doctorate social work educational program accredited by the council on social work education.
 - 5. Psychologist must have completed a doctoral degree from a regionally accredited institution.
- E. Licenses Required:
 - 1. PhD candidates: Must be licensed for independent clinical practice in the State of Washington.
 - 2. Master's candidates: Any one of the following licenses are acceptable: Licensed Independent Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC), or Licensed Advanced Social Worker (LASW).



Section IV

Contractor Response Instructions & Proposal Requirements

- A. Proposals **must** include a detailed response to each of the following items:
1. Statement of Qualifications:
 - b. Company Experience and Staff Experience
 - c. Experience working with Early Childhood Education Programs
 - d. Include copies of licenses and certification of staff providing services
- B. Statement of Work – Provide a detailed statement of work, which:
1. Encompasses the scope of proposed services
 2. Specify if proposed contract services are available in both English and Spanish.
 3. Define proposed service location, reference Attachment A.
- C. Cost Schedule – identify hourly rate and/or fee for:
1. Direct Services for Orientations, Classroom and Individual Observations
 2. Training/Preparation
 3. Travel Time (MILEAGE WILL NOT BE REIMBURSED, ONLY TRAVEL TIME; TO AND FROM CONTRACTOR’S WORK SITE TO IDC LOCATION AND FROM ONE IDC LOCATION TO ANOTHER, IF MULTIPLE SERVICE LOCATIONS ARE TO BE VISITED ON THE SAME DAY.
 4. In-Kind (Non-Federal Match) - please describe, in detail, In-Kind Services (portion of required services provided without cost to our agency or services offered at a reduced rate) your company will be providing as part of your proposed services, in-kind is a requirement of these federal grants.
 5. Client References for Similar Projects (minimum of three references), information must include:
 1. Company/Client Name, Address and Phone Number
 2. Description of Services Provided
 6. Mailing Instructions
 1. All proposals must be placed in a sealed envelope marked “**Proposal #2018-012**” on the front of the envelope and submitted to: Inspire Development Centers, Purchasing Department, 105 South 6th Street, Suite B, Sunnyside, WA 98944.



Letter of Transmittal - Please complete and attach this page as the cover sheet to the proposal.

Contractor or Contracting Agency: _____

Address: _____

Phone: _____

Fax: _____

Primary contact - this person must be authorized by the proposing contractor or contracting agency to: contractually obligate the agency; negotiate on behalf of the agency, and to provide clarification to the proposal response.

Contact: _____

Title: _____

Email Address: _____

Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- By responding to this RFP, you are hereby certifying neither the contractor or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award.

Authorized Signature: _____

Date: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

If applicable, provide certification of minority-owned or women-owned business: reference Proposal Information and Instructions, Page 9 - Preference.



Section V

General Information/Requirements

This procurement will be conducted in accordance with the Inspire Development Center's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. IDC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of IDC to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

Proposal Documents

All proposal documents; including, proposal schedules, addenda, appendices, questions and owner responses may be accessed online at <http://inspirecenters.org/ContactUs/ProcurementOpportunities.aspx>.

Proposal Solicitation Schedule

Posting of Proposal Announcement	Thursday, December 20, 2018
Pre-Bid Telephone Conference	Tuesday, January 8, 2019 3:00PM PST
Deadline to Submit Questions	Wednesday, January 16, 2019 5:00 PM PST
Submission of Proposals	Friday, January 18, 2019 4:00 PM PST
Notice of Award	On or before January 31, 2019

Pre-Bid Conference

A pre-bid conference has been scheduled to allow an opportunity for potential contractors to ask questions related to this solicitation. **The Pre-Bid Conference is scheduled for January 8, 2019 at 3PM PST.** To join the conference please call 1-509-839-8656 at the start time indicated above. No access code is required; you will automatically be placed into the conference call.

Contract Period

The contract resulting from this request for proposals shall be for one (1) year with an option for up to two (2) additional years, provided programs are funded. IDC reserves the right to cancel the contract at anytime upon providing a thirty (30) day written notice.

Proposal Schedule Form (Schedule of Costs)

Contractors may submit a proposal to provide services to one or more facilities, See Attachment A. The RFP document provides information specific to each service location and each type of service requested, and must be used as the basis for contractor's proposals. Reference Attachment A, Contract Hours and Location Schedule.

Required Certifications

IDC is soliciting proposals from contractors, which are in the business of providing the services listed in this RFP. **Contractors must provide documentation that clearly demonstrates experience, knowledge and qualifications for proposed service(s).** See attached Appendices 1-6 for Scope of Contract Services, Education/Certification Requirements.

In-Kind Services (Non-Federal Match)

Head Start grantees, such as IDC, are required to generate, in-kind (donated goods/services), which benefit the program and which are contributed by non-federal sources without charge to the program. In-Kind (donated) services are not limited to, but may include; donated indirect or direct services such as; client file management and consultation time and travel time. Contractor's proposed In-Kind will be evaluated as part of the contractor's proposed pricing.

References

IDC is requiring a minimum of three (3) references (most recent) for contracts completed which are similar in scope, complexity and dollar value. Reference information to be provided: Company Name, Address and Phone Number, Contact Person and Title. References are to be submitted as part of the Contractor's Proposal.

Proposal Submission



Prospective contractors shall provide one (1) original proposal and supporting documentation. All proposals must be submitted on the prescribed forms.

All proposals must be placed in a sealed envelope marked “**RFP#2018-012**” on the front of the envelope and submitted to: Inspire Development Centers, Purchasing Department, 105 South 6th Street, Suite B, Sunnyside, WA 98944.

Proposal Deadline

All proposals will be noted and stamped by time and date submission. All contractors wishing to proposal on this project shall have until **4:00 PM PACIFIC STANDARD TIME ON FRIDAY, JANUARY 18, 2019** to submit a fully completed proposal package. **Proposals received after this deadline will not be accepted.**

Proposal Award

Proposals will be evaluated and selected based on experience, qualifications, cost, proposed In-kind, references.

Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

Laws and Regulations

The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in any way affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

Interpretation of Proposal Documents

Prospective contractor’s contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to IDC a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the IDC website. IDC will not be responsible for any other explanation or interpretation of the proposal documents.

Rejection of Proposals

IDC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. IDC, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

Ownership of Proposals

All proposals and accompanying documentation become the property of IDC and will not be returned.