

Tallatoona Community Action Partnership, Inc.
Head Start



REQUEST FOR PROPOSAL: #814
Mental Health Services

July 1, 2019

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1.1 Purpose

Tallatoona Community Action Partnership, Inc. - Head Start is seeking written bids for a Mental Health Professional to provide services as outlined in the Head Start Performance Standards related to child and family mental health. The Tallatoona CAP, Inc. - Head Start program serves 6 counties with 611 children as an entirety. The counties entail Bartow, Gordon, Floyd, Haralson, Paulding, and Polk.

1302.41

Collaboration and communication with parents.

(a) Programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

1302.45

Child Mental Health and social and emotional well-being.

(a) Wellness promotion. To support a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health, a program must:

(1) Provide supports for effective classroom management and positive learning environments; supportive teacher practices; and, strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns;

(2) Secure mental health consultation services on a schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with staff and families in a timely and effective manner;

(3) Obtain parental consent for mental health consultation services at enrollment; and,

(4) Build community partnerships to facilitate access to additional mental health resources and services, as needed.

(b) Mental health consultants. A program must ensure mental health consultants assist:

(1) The program to implement strategies to identify and support children with mental health and social and emotional concerns;

(2) Teachers, including family child care providers, to improve classroom management and teacher practices through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social and emotional functioning;

(3) Other staff, including home visitors, to meet children's mental health and social and emotional needs through strategies that include observation and consultation;

(4) Staff to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors; and,

(5) In helping both parents and staff to understand mental health and access mental health interventions, in needed.

(6) In the implantation of the policies to limit suspension and prohibit expulsion as described in 1302.17.

1302.46

Family support services for health, nutrition, and mental health.

(a) Parent collaboration. Programs must collaborate with parents to promote children's health and well-being by providing medical, oral, nutrition and mental health education

support services that are understandable to individuals, including individuals with low health literacy.

(b) Opportunities

(1) Such collaboration must include opportunities for parents to:

(iv) Discuss with staff and identify issues related to child mental health and social and emotional well-being, including observations and any concerns about their child’s mental health, typical and atypical behavior and development, and how to appropriately respond to their child and promote their child’s social and emotional development; and,

1.2 Who May Respond

A mental health professional may represent a variety of disciplines, including, but not limited to: psychiatry, psychology, psychiatric nursing, marriage and family therapy, clinical social work, behavioral and developmental pediatrics, and mental health counseling.

1.3 Instructions on Proposal Submission and Deadline

1.3.1 Closing Submission Date: Proposals must be submitted no later than 5:00 p.m. on Wednesday July 31, 2019.

1.3.2 Inquiries: Inquiries concerning this RFP should be directed to Rick Bennett, Fiscal Director, at (678) 721-9391 ext 106 or via email at rickb@tallatoonacap.org

1.3.3 Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Tallatoona Community Action Partnership, Inc. (TCAP)

1.3.4 Instructions to Prospective Contractors: Proposals must be submitted, and received in a **sealed envelope**, no later than 5:00 p.m. on Wednesday July 31, 2019. It is the responsibility of the Offeror to ensure the proposal is received by TCAP by the date and time specified above. **Late proposals will not be considered.**

Proposal should be addressed as follows:

Mail

Tallatoona CAP, Inc.
Attn: Rick Bennett
P.O. Box 1480
Cartersville, GA 30120
RFP 803

Hand Delivery / Ground Delivery

Tallatoona CAP, Inc.
Attn: Rick Bennett
202 S. Erwin Street; 2nd Floor
Cartersville, GA 30120
RFP 803

1.3.5 Right to Reject: TCAP reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

1.3.6 Small and/or Minority-Owned Businesses: Efforts will be made by TCAP to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the

Small Business Administration (13 CFR 121.201). Indicate if the proposal is submitted by a small or minority owned business.

1.3.7 Notification of Award:

- It is expected that a decision selecting the successful mental health consultant will be made within 2 weeks of the closing date for the receipt of proposals.
- Upon conclusion of final negotiations with the successful mental health consultant, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful mental health consultant.
- It is expected that the contract shall be a one-year fixed price contract with options for two additional one-year periods. See Section 1.5, Options for Renewal for additional information.

1.4 Description of Entity and Records to be Audited

Tallatoona Community Action Partnership, Inc.- Head Start is a private, nonprofit organization which serves 6 counties in the State of Georgia. Tallatoona Community Action Partnership, Inc. has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. TCAP is governed by a 21 member volunteer Board of Directors. The Corporate Office and all records are located at 202 S. Erwin Street, Cartersville, GA.

Additional information can also be found on TCAP's website at www.tallatoonacap.org or via request per Section 1.3.2 above.

1.5 Options for Renewal

At the discretion of TCAP, the awarded audit contract can be extended for two additional one-year periods. The cost for the option periods will be agreed upon by TCAP and the Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

2.1 Scope of Work

A. Comment to a contractual agreement for a period beginning August 12, 2019 to May 31, 2019.

B. Conduct initial observations of the entire child population in each classroom of all centers within four weeks of the center's opening day. Initial observation must include, but limited to: a) one observation per classroom with a focus on adult/child interaction, child/child interaction, and classroom environment and management; b) observations limited to one hour per classroom.

C. Conduct onsite mental health consultation with Head Start parents and staffs;

D. Provide timely and effective identification of mental health issues and intervention and consultation with family and staff concerning a child's mental health;

E. Provide staff consultation as needed;

F. After each screening complete a Mental Health Classroom Management Screening Report for each classroom to include strategies classroom staff can utilize with concerned behaviors, as well as strategies that can be utilized in the home for the child with challenging behaviors;

G. Conduct exit meetings with the Center Manager and core staff (as available) after each observation visit. Exit meetings are to be limited to a maximum of (1) hour per visit;

H. Conduct subsequent observations on newly enrolled children or children who were not present during the initial screening within four (4) weeks of their enrollment;

I. Conduct individual mental health screenings with prior parental consent for children who have atypical behavior or development. Assist with developing effective behavior intervention plans for children with atypical behavior or development;

J. Initiate periodic conference meetings with parents through coordinated efforts of Center Manager and/or staff to discuss any special needs identified;

K. Design activities that are responsive to the identified behavioral and mental health concerns of an individual child or group of children;

L. Initiate monthly contact with Disabilities/Mental Health Manager to determine if a visit for screenings is necessary;

M. Make necessary referrals to other community mental health resources to parents with the knowledge of the Disabilities/Mental Manager in accordance with Tallatoona policies and procedures.

N. Provide training on mental health for staffs and parents with approval through the Disabilities/Mental Health Manager.

O. Submit a copy of the site visit report of each visit to the Disabilities/Mental Health Manager.

P. Participate in Health Services Advisory Committee meetings at least once per year.

2.2 Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to TCAP, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis.

The Offeror agrees to immediately notify, in writing, TCAP's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

2.3 Prior Mental Health Consultation Experience/References

The Offeror should describe its prior experience including the names, addresses, contact persons, and telephone numbers of prior organizations consulted.

The Offeror, in its proposal, shall, as a minimum, include the following:

1. Prior experience consulting Head Starts Community Action Agencies.
2. Prior experience consulting similar programs in *Georgia*.
3. Prior experience consulting nonprofit organizations.

2.4 Qualifications

Include resumes, certifications, state licenses, continuing professional education liability insurance and proof of malpractice insurance.

Describe your offer of in-kind to the program. Head Start is a federally funded program that is allowed to use funds from non-federal sources as a donation to the program; an example of in-kind contribution from a mental health professional could be a 15% discount on services or no charge for certain screening or phone, training, or consultation services.

2.5 Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including summary of services, verification of services, and other pertinent information.

2.6 Certifications

Sign and include the Certifications enclosed with this RFP.

2.7 Non-responsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the federal Head Start Performance Standards.

2.8 Evaluation Criteria and Selection Process

Evaluation of each proposal will be scored on the following five factors:

- A. Qualifications of the Proposer- strengths, skills, education, credentials, and small or minority business **(20 pts)**
- B. Experience- experience working with target population, similar projects, Head Start experience **(20 pts)**
- C. Clarity and Completeness of response to RFP- **(20 pts)**
- D. References/Insurance- **(10 pts)**
- E. Cost- **(10 pts)**
- F. Small, Minority, Female owned **(10)**
- G. In-Kind contribution- **(10 pts)**

Maximum Points **100**

2.9 Review Process

TCAP may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, TCAP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both services and price standpoints, which the Offeror can propose.

TCAP contemplates award of the contract to the responsible Offeror with the highest total points.