CLASSROOM OBSERVATIONS AND MENTAL HEALTH SERVICES

PROPOSALS DUE:
October 29, 2015

At the following location:
204 E. First St.
Alice, TX 78332

Attn: Hollis Arnold, Disability and Mental Health Manager

Community Action Corporation of South Texas
204 E. First St.
Alice, TX 78332
1. **INTRODUCTION**

1. Background Information

The Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through federal, state and local grants. Community Action Corporation of South Texas mission is to continuously improve the lives of South Texans by providing high quality health care, education, housing and economic opportunities to reduce poverty through services and partnerships. CACOST programs include Head Start, Community Health Centers, Community Services, Early Childhood Intervention, and Congregate & Home Delivered Meals. CACOST has programs in Aransas, Bee, Brooks, Cameron, Duval, Hidalgo, Jim Hogg, Jim Wells, Kenedy, Kleberg, Nueces, San Patricio, Starr, Webb, Willacy and Zapata counties. CACOST is governed by a fifteen member board of directors.

More information on CACOST can be obtained by visiting the CACOST web site at www.cacost.org.

2. **INTENT**

The purpose of this solicitation is to contract a Mental Health professional(s) to provide or supervise the provision of individual observations, individual play therapy, filial therapy, staffing, writing Behavioral Intervention Plans, parent and staff training and availability for consultation services in the classroom for the CACOST Head Start Program.

3. **INQUIRIES**

Questions about this RFP should be directed in writing, via e-mail, to Hollis Arnold, Disability and Mental Health Manager at hollis.arnold@cacost.org. Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP until a firm/individual is selected and the selection is announced, firms are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant. Any inquiry regarding this RFP must be directed to the contact listed above. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST.

4. **INTERPRETATIONS AND ADDENDA**

No interpretation or modification made to any respondent as to the meaning of the RFP shall be binding to CACOST unless submitted in writing and distributed as an addendum by CACOST. Interpretations and/or clarifications shall be requested in writing and directed to address or e-mail noted above. Information otherwise obtained will not be considered in awarding of contract. All addenda shall become part of the RFP.

5. **SCOPE**

Refer to Attachment A
II. PROPOSAL SUBMITTAL GUIDELINES

Sealed proposals marked CLASSROOM OBSERVATION AND MENTAL HEALTH SERVICES will be received by the Receptionist, Hilda Mendez, 204 E. 1st Street, Alice, Texas, 78332. Proposals will be accepted until October 29, 2015. Proposals submitted after this date and time will not be reviewed. CACOST will require strict compliance with the sealing, marking and timely delivery of all submittals. CACOST is not responsible for delays caused by the U.S. Postal Service.

Proposal responses sent by facsimile machines or email are not acceptable and will be rejected upon receipt. Vendors will be expected to allow adequate time for delivery of their proposal.

Proposals should be as brief and concise as possible, providing relevant information and excluding marketing materials. Refer to Attachment A for additional guidelines. Each proposal must include all of the following content in each of the following sections:

- Cover Letter: Brief one page cover letter should summarize key elements of the proposal. Cover letter should include the name, address and telephone number of the proposer and any key personnel that will assist in providing the requested work. The letter should be signed by an individual authorized to submit the required information to CACOST.
- Individual/Company Experience and Qualifications: Provide a brief history of experience, including the number of years in business, bonding information (if applicable), and the number of years providing the type of proposed work.
- References: Provide the names and contact person(s) of your firm’s three (3) most relevant references for which your firm has provided services comparable to the services described herein over the past three years. At a minimum, the following information should be included for each reference:
  - Name, address, and contact information, including email address
  - Description and scope of work

Submission of Proposals

The proposer must submit one hard copy of the complete written proposal to:

Hollis Arnold, Disability and Mental Health Manager
Community Action Corporation of South Texas
204 E. First St.
Alice, TX 78332

1. Property of CACOST

All copies and contents thereof of any proposal, attachment, and explanation thereto submitted in response to this RFP, except copyrighted material, shall become the property of CACOST regardless of the proposer selected. All copyrighted material must be clearly marked indicating the copyrighted status. CACOST shall be held harmless from any claims arising from the release
of proprietary information not clearly designated as such by the proposing firm.

2. Evaluation of Proposals

Proposals will be evaluated on the basis of their responses to all provisions of this RFP. CACOST may use some or all of the criteria in its evaluation and comparison of proposals submitted. The criterion listed is not necessarily an all-inclusive list and may change in the best interest of CACOST.

Refer to Attachment A for Evaluation Criteria.

3. Quiet Time

The Proposer and its agents, officers, principals, and employees will not engage in any written or verbal communication during the selection period between the Proposer, or any individual assisting the Proposer to be selected and the CACOST Board or any CACOST employee, whether or not such individual or employee is assisting in the selection of the Proposer, regarding the merits of the Proposer or regarding whether CACOST should retain or select the Proposer.

Violations of these Quiet Time provisions may result in disqualification.

4. Selection Process

CACOST will review proposals and enter into negotiations with one or more finalists until a contract is signed.

III. ADDITIONAL TERMS & CONDITIONS

1. Statement of Confidentiality

Proposer agrees that any information accessed or gained in performance of those duties will be maintained in absolute confidence and will not be released, discussed, or made known to any party or parties for any reason whatsoever, except as required in the conduct of duties required, or where disclosure is required by law or mandated by a court of law.

2. Incurring Costs

All costs incurred in preparing the Proposal, or costs incurred in any other manner by the respondent in responding to this RFP will be wholly the responsibility of the respondent. All materials, supporting materials, correspondence and documents submitted in response to this RFP will become the property of CACOST and will not be returned.

3. Negotiations

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement,
CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

4. **Hold Harmless Agreement**

Proposer agrees to protect, defend, indemnify and hold harmless CACOST and its Directors, Employees, and Agents from any and all costs, claims, and damages of every kind and nature made, including attorney’s fees rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the Proposer, its employees, sub-contractors or any independent contract working under the direction of either the Proposer or subcontract in the performance of this contract.

5. **Guarantee**

Proposer certifies by proposing, that he or she is fully aware of the conditions of work and purpose for which work included in this RFP are to be purchased, and that his or her offering will meet the requirements of work and purpose of CACOST and its Agent.

6. **Small and/or Minority-Owned Businesses:**

Efforts will be made by CACOST to utilize the work of small businesses and minority- owned businesses.

7. **Non-Discrimination and Equal Opportunity:**

No person shall, on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation, or belief, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of, or in connection with, any program or activity funded in whole or in part, with funds made available under this contract.

8. **Civil Rights Compliance and Enforcement:**

In accordance with Federal law and the U.S. Department of Agriculture policy, this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability.
ATTACHMENT A

SCOPE & SPECIFICATIONS

Request for Proposals Defined

The intention of this Request for Proposal (RFP) is to solicit proposals to provide Classroom Observation and Mental Health Services in the classroom, servicing children 3-5 years of age.

CACOST is utilizing the Request for Proposal (RFP) method for the procurement of this service in accordance with Texas Education Code Section 44.031 Purchasing of Contracts, Item (3) Request for Proposals.

Scope of Services

CACOST is seeking proposals from vendors to provide Classroom Observation and Mental Health Services in the classroom. CACOST has 68 Preschool classrooms serving children 3-5 years of age. Refer to Attachment B for site locations.

Tasks to be performed:

The Vendor will provide a program of mental health services that are classroom-based and embedded in the school day. The model must be sustainable with a qualified Mental Health professional(s) interacting with teachers and children while implementing practices aimed at improving the social and emotional development of children and management techniques of the classroom. Mental Health Services include: individual child observations, filial therapy, staffing, parent/staff training, parent/staff consultation services, and formal reports (observations, progress notes, Behavior Intervention Plans (BIPs) and end of year reports).

The Mental Health professional will visit classrooms in areas in which behavioral concerns have been identified. The initial visit will consist of an individual child observation and consultation with the teacher. Focus will be classroom environment and social interactions along with teacher concerns. Once a child is found eligible for mental health services, the Mental Health professional will complete a BIP, outlining goals and behavioral strategies to be implemented at home and in the classroom. The Mental Health professional will review the BIP with the teacher and parent during a staffing prior to the initiation of play therapy services. Play therapy services will be one time per week for 30 minutes, unless determined otherwise by Mental Health professional. The Mental Health professional will complete progress notes which will be reviewed with parents and teachers during staffings and/or consultations. In addition to play therapy sessions, weekly teacher consultations will occur to provide continued support to classroom staff and identify any further concerns.

Hours of operation for classrooms are from 7:30 am to 3:00 pm Monday through Friday, as per the CACOST Head Start Calendar. A copy of individual classroom schedules will be provided.
prior to the beginning of contract services.

Other Requirements

Follow Minimum Standards for Child-Care Centers 746.1403 a.) Volunteers and any person under contract with the center, whether paid or unpaid who are regularly or frequently present at the child-care center but not counted in the child/caregiver ratio, must comply with minimum standards that apply to employees, and b.) Volunteers and any person under contract with the center that do not meet caregiver qualifications, whether paid or unpaid, must never be left alone with children.

Complete Head Start requirements for initial and annual contractor orientation training to include: Criminal History (FBI), CPR/First Aid, Universal Precaution, Recognition of Common Childhood Illnesses, and Confidentiality. Before providing services, proof of training must be on file at the Head Start office.

Obtain current TB test annually and provide copy of results to CACOST Head Start office.

Follow the Head Start Performance Standards for Mental Health services.

Cost/Price Proposed

Provide a written proposed dollar amount for the requested MENTAL HEALTH SERVICES. The contract will be for one initial year and may be extended for up to five years. Proposal amounts shall be reflected in the awarded contract and shall not be negotiable during the term of the contract unless a material change in the business operations or service obligations of the parties occurs including, but not limited to, CACOST addition or removal of facilities from the scope of services with thirty days’ notice to the contracted vendor.

EVALUATION AND AWARD OF PROPOSALS

In accordance with applicable laws, rules and regulations for public purchasing, award(s) will be made to the responsible proposer(s) whose proposal(s) is/are determined, after evaluation by assigned staff to be the best value to CACOST. To qualify for evaluation, a proposal must have been submitted on time and must materially satisfy all mandatory requirements identified in this document.

Evaluation Criteria

A committee selected by CACOST will review and evaluate all proposals and make a recommendation to the CACOST Executive Director. CACOST will base a recommendation for contract award on the following factors:

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Weighted Value</th>
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<tbody>
<tr>
<td>Ability to meet specifications</td>
<td>25 Pts</td>
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</tbody>
</table>

CLASSROOM OBSERVATION AND MENTAL HEALTH SERVICES
Early Childhood/Counseling experience 10 Pts
Support/Experience (References) 10 Pts
Credentialing 15 Pts
  Copy of current state licensure
  Current professional liability insurance
  Proof as Medicaid Provider
List of assessment instruments 10 Pts
Philosophy of classroom discipline for 3-5 year olds 15 Pts
Hourly services and in-kind rates for the following: 15 Pts
  • Individual Child Observations
  • Individual Play Therapy
  • Filial Therapy
  • Staffing
  • Parent/Staff Training
  • Parent/Staff Consultation Services

Total 100 Pts

Schedule

RFP Notification Posting October 15, 2015
Sealed Responses due October 29, 2015
Announcement of Intent to Award November 4, 2015
Services to begin November 9, 2015
# Attachment B

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Alice Area</strong></td>
<td></td>
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</tr>
<tr>
<td>Alfredo Arriola Sr. HS</td>
<td>602 S. King., Alice, TX 78332</td>
<td>361-668-0133</td>
</tr>
<tr>
<td>Arco Iris HS</td>
<td>958 N. Reynolds, Alice, TX 78332</td>
<td>361-664-9737</td>
</tr>
<tr>
<td>Los Amigos HS</td>
<td>3001 Old Kingsville Rd., Alice, TX 78332</td>
<td>361-664-2403</td>
</tr>
<tr>
<td>Los Ninos HS</td>
<td>125 Olmito Apt. 189, Alice, TX 78332</td>
<td>361-664-0258</td>
</tr>
<tr>
<td>Mario Ramirez HS</td>
<td>207 W. Pundt, Orange Grove, TX 78372</td>
<td>361-384-2131</td>
</tr>
<tr>
<td>Rancho Alegre HS</td>
<td>514 McMasters Rd., Alice, TX 78332</td>
<td>361-664-5914</td>
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<tr>
<td>Star HS</td>
<td>1003 Plum St., Alice, TX 78332</td>
<td>361-396-1465</td>
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<tr>
<td><strong>Falfurrias Area</strong></td>
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<tr>
<td>Amanda Cardenas HS</td>
<td>410 S.E. Third St., Premont, TX 78375</td>
<td>361-348-3543/2956</td>
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<tr>
<td>Brooks HS</td>
<td>202 Nava St., Falfurrias, TX 78355</td>
<td>361-325-3836</td>
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<tr>
<td><strong>Kingsville Area</strong></td>
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<tr>
<td>COLP HS</td>
<td>600 E. General Cavazos Blvd., Kingsville, TX 78363</td>
<td>361-516-0668/0667</td>
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<tr>
<td>Kings Crossing HS</td>
<td>1505 E. Corral Bldg. 7, Kingsville, TX 78363</td>
<td>361-592-6593</td>
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<tr>
<td>Kingsville CDC Rm. 4-9</td>
<td>400 E. Nettie, Kingsville, TX 78363</td>
<td>361-592-9671</td>
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<tr>
<td>Jesus R. Perez- Learning Ctr.</td>
<td>111 Ainslie, Kingsville, TX 78363</td>
<td>361-592-3387</td>
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<tr>
<td>Alice G.K. Kleberg Learning Ctr.</td>
<td>900 N. Sixth St. Kingsville, TX 78363</td>
<td>361-592-2615</td>
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<tr>
<td>Tiny Tots HS</td>
<td>323 E. Corral St., Kingsville, TX 78363</td>
<td>361-595-7439</td>
</tr>
<tr>
<td><strong>San Patricio and Aransas Area</strong></td>
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<tr>
<td>Mathis Pre-K/Kinder Academy-Weber Hardin Elementary</td>
<td>315 S. Duval St., Mathis, TX 78368</td>
<td>361-547-4106</td>
</tr>
<tr>
<td>Odem I HS</td>
<td>408 Willis St./418 Willis St., Odem, TX 78370</td>
<td>361-368-3803/3780</td>
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<tr>
<td>New Discoveries HS</td>
<td>624 Ave. B, Sinton, TX 78387</td>
<td>361-364-5975</td>
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<tr>
<td>Taft HS</td>
<td>414 Bravo St., Taft, TX 78390</td>
<td>361-528-2805/2803</td>
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<tr>
<td>Gregory HS</td>
<td>107 Church St., Gregory, TX 78359</td>
<td>361-643-9174</td>
</tr>
<tr>
<td>Portland HS</td>
<td>518 Elm St., Portland, TX 78374</td>
<td>361-643-9195</td>
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<tr>
<td>Aransas Pass HS</td>
<td>619 N. Commercial, Aransas Pass, TX 78336</td>
<td>361-758-6127</td>
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<tr>
<td>Ingleside HS</td>
<td>2567 Second St., Ingleside, TX 78362</td>
<td>361-776-7680</td>
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<tr>
<td>Rockport I HS</td>
<td>802 Wharf, Rockport, TX 78382</td>
<td>361-729-1106</td>
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<tr>
<td>Rockport II HS</td>
<td>644 E. Market, Rockport, TX 78382</td>
<td>361-729-0497</td>
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<td><strong>Jim Hogg and Duval Area</strong></td>
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<tr>
<td>El Paisano HS</td>
<td>312 S. Dr. EE Dunlap St., San Diego, TX 78384</td>
<td>361-279-7900</td>
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<tr>
<td>Benavides HS</td>
<td>131 W. Main, Benavides, TX 78341</td>
<td>361-256-4900</td>
</tr>
<tr>
<td>El Cenizo HS</td>
<td>511 E. Santa Clara, Hebbronville, TX 78361</td>
<td>361-527-3120</td>
</tr>
<tr>
<td>Norman Thomas Learning Ctr.</td>
<td>1404 S. Norton Ave., Freer, TX 78357</td>
<td>361-394-6800</td>
</tr>
</tbody>
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