



NeighborImpact

Supporting People, Strengthening Communities.

Request for Proposal

Introduction

NeighborImpact is issuing a request for proposals to contract with a Mental Health Consultant for the 2023-2024 school year. All proposals will be confidential within the agency. **Proposals are due by July 31st, 2023, at 5:00pm. Email proposals to maddieh@neighborimpact.org.**

Agency Overview

NeighborImpact is a 501c3 nonprofit Community Action Agency based in Redmond, Oregon, and provides a variety of services that benefit individuals and families with low incomes in the Central Oregon region of Crook, Deschutes and Jefferson counties. The agency's mission is "Supporting People, Strengthening Communities."

The agency's primary program areas:

1. Head Start and Early Head Start programs
2. Low Income Energy Assistance Program
3. Home Weatherization and Rehab
4. Child Care Resources
5. HomeSource - asset building and financial literacy programs
6. Housing Assistance and Shelter
7. Emergency Food – regional food bank functions
8. Lending services – home purchase, septic upgrade, and micro-enterprise

More information on the agency can be found online at: www.neighborimpact.org

Background

NeighborImpact's Early Head Start & Head Start Program is dedicated to helping ensure that pregnant woman and children ages 0 and 5 from low-income families are ready for school. Head Start builds success for children through focused, family-centered services that enhance social competence, school readiness and overall health and well-being. Children receive a free high quality preschool education, which includes individualized curriculum, nutritious meals,

health and developmental screenings. NI Head Start classes are available throughout Crook and Deschutes counties. We serve 515 children and families in Head Start and 152 children and families Early Head Start. Early Head Start is a year-round home visiting model.

Scope of Project

Providing Mental Health Consultation services to families upon request. Training staff on current mental health trends, techniques, and classroom strategies when dealing with children at risk for trauma. Providing classroom observations for staff training and development and growing the social emotional well-being of children.

Statement of Work

- Consult with the Family Engagement Manager and Inclusion Services Specialist on development of the program's annual mental health services work plan, mental health education materials, forms, policies and procedures related to mental health.
- Build collaborative relationships with children, staff, families, local mental health service providers and the larger community. Professionally represent the needs of the Early Head Start/Head Start program and Early Head Start/Head Start children within the mental health community. Collaborate with High Desert ESD for children who qualify for ECSE services under IDEA.
- Develop and follow a written schedule of on-site consultations in every classroom; completing at least one consultation in each classroom during the school year. During consultations provide technical assistance and education to staff and provide parents with mental health information, education and referrals.
- Follow-up mental health referrals by consulting with staff and parents and observing the child.
- Collaborate and develop individualized support plans that represent families' strengths, culture, values and childrearing approaches, that support the child in the classroom and in the home to include children with severe behavioral challenges. Individual supports may include temporary suspension and expulsion according to HSPS 1302.17.
- Collaborate with coaches to promote staff development.
- Attend child and classroom case plan meetings upon request.
- 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.
- Provide consultation and guidance to staff to implement strategies to identify and support children with mental health and social and emotional concerns.
- Provide consultation, education and recommendations of educational materials to staff and families on the importance of mental wellness in building strong families.
- Provide consultation for placement, accommodations, and schedules.

- Provide staff and families with information on local parenting/behavioral/mental health resources/services and information on obtaining services. Use knowledge of the Oregon Health Plan, mental health service providers, sliding fee scales and application procedures to assist families in obtaining mental health services.
- Provide parent education/training session as requested.
- Provide at least three staff training sessions during the program year. Topics to include identification of child mental health concerns and emergent topics based on the consultant's evaluation of training need.
- Equip Home Visitors with skills in reflective practice.
- Provide support to agency, staff, children and families after disaster.
- Document all observations and interventions in the Child Plus data management system, and provide the program with copies of all classroom observation reports.
- Keep track of hours worked and to submit invoice to NeighborImpact by the 15th day of each month.
- As available, attend Health Services Advisory Committee meetings. The committee currently meets two (2) or more times per program year.
- Report suspected or known child abuse and neglect, complying with applicable federal, state, local, and laws.

Timeline

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| July 31 st , 2023 | RFP Responses Due by 5:00 PM |
| August 7 th , 2023 | Selection of Mental Health Consultant |
| August 11 th , 2023 | Oregon Registry On-line and Central Background Registry submitted for consultant and all subcontractors |
| August 14 th , 2023 | Staff Orientation Week |
| August 17 th & 18 th , 2023 | Mental Health Consultant available for staff training |
| September 5 th , 2023 | First day of preschool |
| May 29 th , 2024 | Last day of preschool 4-hour classes |
| June 27 th , 2024 | Last day of preschool 7-hour classes |

Consultant Qualifications:

- Must provide own car for transportation and be able to drive unlimited miles in Oregon.
- Must have three years or more years of work experience with preschool age children.
- Must have three years of demonstrated work experience with Head Start program(s) or experience with an agency that serves a similar population.
- Must be a licensed or certified mental health professional in the state of Oregon and have practiced as a mental health professional for a minimum one year. Must provide a copy of license or certificate. To be kept on file.
- Must be able to provide a minimum of 500 hours of consulting services to the Early Head Start & Head Start program between August 2023 and June 2024.
- Must be able to communicate clearly and work through conflict management appropriately with staff, parents, and volunteers.
- Must have knowledge of developmentally appropriate practices and positive behavior support in preschool settings.
- Must take a problem-solving and capacity-building approach to intervention.
- Must be enrolled in the Central Background Registry with the Oregon Child Care Division.

Consultant must be a licensed or certified mental health professional, and have and maintain a valid Oregon driver's license. Contractor must meet the independent contractor requirements of Oregon State law.

Legal Requirements: Consultant will agree to comply with all federal, state, and local laws, ordinances, and regulations applicable to this contract.

Submission Requirements

Interested applicants must submit the following:

1. Letter of Interest
2. Resume
3. Provide a detailed fee proposal. The proposed fees shall include all costs for providing the services under this contract.
4. Three client references, including contact information.

Submit proposals and required documents by email to Maddie Hood, NeighborImpact, no later than 5:00 PM (Pacific Time) on July 31st, 2023.

Evaluation Criteria

Responsive proposers who meet the minimum RFP qualifications will be evaluated based on the RFP criteria. Final ranking and selection will be based upon the criteria and points listed below:

- Demonstrated experience (35 points)
- Credentials (30 points)
- Letter of Interest (15 points)
- References (15 points)
- Minority or women-owned business (1 points)

NeighborImpact may choose to interview proposers if additional information is necessary. If NeighborImpact deems that interviews are necessary, they will take place during the week of August 7th – August 11th, 2023.

General Terms & Conditions

Authorship

Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

Cancellation of Award

NeighborImpact reserves the right to immediately cancel award if the contractual agreement has not been entered into by both parties or if new state or federal regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, NeighborImpact reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

Confidentiality

Proposer shall comply with all applicable agency policies as well as state and federal laws governing the confidentiality of information.

Conflict of Interest

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of NeighborImpact or the appropriate Advisory Board may have in the proposing agency or proposed project.

Consortium of Agencies

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

Cost of Proposal & Award

The contract award will not be final until NeighborImpact and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. NeighborImpact is not responsible for any costs incurred prior to the effective date of the contract. NeighborImpact reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

Diversity in Employment & Subcontracting Requirements - It is the policy of NeighborImpact to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. NeighborImpact is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

Limitation

This RFP does not commit NeighborImpact to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

Late Proposals

A proposal received after the due date and time indicated above will not be accepted. No exceptions will be made.

Rejection of Proposals

NeighborImpact reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of NeighborImpact to do so.

Subcontracting

No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of NeighborImpact. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is

held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

Review Process

All proposals will be evaluated based on the qualifications, submission requirements, and general scope of work described above. Proposals will be reviewed for the reasonableness of projected costs in the allocated time.

Eligible Contractors

Contractors must be properly insured to perform work under this contract. See the attached Independent Contractor Agreement for insurance requirements. Contractors who are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities shall be ineligible for work under this contract.

General Terms and Conditions

See attached NeighborImpact independent contractor agreement.

Questions

Please submit questions to by email to maddieh@neighborimpact.org