

**AVANCE-Houston, Inc.**

# **REQUEST FOR PROPOSALS**

**Head Start/Early Head Start  
Rehabilitative Consultation Services  
RFP ID#: DIS-2010**

**May 21, 2010**

<b>RFP: Rehabilitative Consultation Services</b>	
<p>AVANCE-Houston, Inc., a 501 (c)(3) organization that provides parent and child education programs, including Head Start/Early Head Start programs, and adult education programs is seeking the services of certified educational diagnosticians, licensed Speech-language Pathologists, licensed Physical Therapists, and licensed Occupational Therapists who have expertise in infant, toddler and preschool development and are comfortable working in group settings to provide rehabilitative consultation services to its Head Start/Early Head Start programs.</p>	
<b>RFP DUE DATE</b>	
<p><b>July 1, 2010, 4:00pm.</b></p> <p><i>It is responsibility of the Practitioner to insure that the proposal is received at AVANCE-Houston, Inc. by the date and time specified above. Late proposals may not be considered.</i></p>	
<b>AGENCY INFORMATION</b>	
<p><b>RFP Contact Person:</b> Erin J. Jacobs</p>	<p><b>ISSUE DATE:</b> May 21, 2010</p>
<b>SUBMISSION INFORMATION</b>	
<p><b>Return Proposals, via mail, to:</b> AVANCE-Houston, Inc. ATTN: Erin J. Jacobs 4281 Dacoma St. Houston, TX 77092</p>	<p>Proposals should be clearly marked with: <u>RFP-DIS-2010</u> in the <b><i>lower left-hand</i></b> corner of the envelope. <i>Faxed copies will not be accepted</i></p>
<b>INQUIRIES</b>	
<p>Questions regarding this REQUEST FOR PROPOSAL should be directed to: <b>Erin J. Jacobs</b>                      713-812-0033</p>	
<b>PRACTITIONERS MUST COMPLETE THE FOLLOWING INFORMATION</b>	
Practitioner/Agency Name:	
Address:	
Phone Number:	
Fax Number:	
Contact Person:	
Email Address:	
<b>REFERENCES</b>	
1)	2)

## **I. Summary Description of AVANCE-Houston, Inc.**

AVANCE-Houston, Inc. is a 501(c)(3) non-profit organization that provides parent and child education programs, early childhood education programs, adult education programs, and family support programs. AVANCE, Inc. is a national organization with chapters in Texas and New Mexico. AVANCE-Houston, Inc. is comprised of 370 employees working from 20 sites. It is governed by a volunteer Board of Directors.

AVANCE (A-vahn-ceh) from the Spanish work meaning “advance” or “progress”, has served at-risk, minority parents and children since its founding in San Antonio in 1973 and replication in Houston in 1988. Since then, AVANCE-Houston, Inc. has served over 35,000 children and parents to promote better parenting, school readiness, literacy, health and personal development.

AVANCE-Houston, Inc. Head Start and Early Head Start are federal programs funded through the U.S. Department of Health and Human Services. Head Start provides educational services and support programs to low-income children aged 3-5 years and their families. Early Head Start provides the same services to pregnant women and children from birth to 3 years of age. AVANCE-Houston, Inc. Head Start/Early Head Start programs provide early childhood education and family support services to over 1300 children and parents.

Head Start/Early Head Start programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. They engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. Significant emphasis is placed on the involvement of parents in the administration of local Head Start/Early Head Start programs.

Administrative offices are located at:

4281 Dacoma	713-812-0033
Houston, TX 77092	713-812-9829 (fax)

AVANCE-Houston, Inc. operates 13 Head Start Centers and 3 Early Head Start locations with a listing of these centers and addresses attached as an exhibit to this REQUEST FOR PROPOSAL.

## **II. Description of Rehabilitative Consultation Services**

AVANCE-Houston, Inc. is requesting proposals from licensed rehabilitative practitioners who have expertise in infant, toddler and preschool development, and are comfortable working in group settings to provide the following rehabilitative consultation services to its Head Start/Early Head Start programs:

- Provide screenings, evaluations, and therapy for children with suspected or identified disabilities.
- Consultation with staff and parents regarding modifications and specialized equipment needs.
- Serve as a member of a multi-disciplinary evaluation team that determines whether a child meets Head Start eligibility criteria for related services.
- Develop and modify Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs) for children with disabilities.
- Provide staff and parent training on implementing strategies contained in Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs).
- Provide staff training on topics related to children with disabilities and administration of developmental screening tools.
- Speak at education groups for parents of children with disabilities on issues related to child development and children with special needs.
- All

services will be delivered at the individual Head Start and Early Head Start centers, at AVANCE's Dacoma office, or in the home of Early Head Start clients.

### III. Specification Schedule

#### a) **Scope of Service**

AVANCE-Houston, Inc., is seeking the services of licensed rehabilitative practitioners to provide rehabilitative consultation services to its Head Start/Early Head Start programs. AVANCE-Houston, Inc. will assign each Rehabilitative/Disabilities Consultant (Practitioner) to specific centers to conduct parent consults/observations, classroom observations, and teacher consults on a regular basis.

#### b) **Reporting Requirements**

Written documentation of consultation progress notes, classroom observations, teacher consults and parent consults must be submitted to the Intervention Support Specialist along with an original signed copy of the billing statement.

#### c) **Term**

The term for the specified rehabilitative consultation services is one year, from August 28, 2010 through August 27, 2011. Options for contract extensions, for two additional one-year periods, may be provided contingent upon successful implementation of contracted services.

#### d) **Payment**

The schedule of payments will be negotiated. The following documentation must be submitted with all requests for payment:

- Listing, by center, date services provided, number of hours of service provided, Standard rate, in-kind (Head Start discount) and Head Start fee.
- Legibly written consultation progress notes, classroom observation forms and other program forms documenting rehabilitative services provided to program.

### IV. Qualifications

AVANCE-Houston, Inc. will accept proposals from qualified rehabilitative practitioners who are licensed in the State of Texas to provide rehabilitative service. This includes OTR/L, PT, OTR, CCC-SLP, SLP, education diagnosticians and psychologists.

### V. Proposal Requirements

Proposals submitted in response to this RFP must NOT exceed 6 pages of written text containing the following information:

- Evidence of current licensure and information on their qualifications.
- Evidence of current liability insurance.
- Listing of therapeutic experience, including experience in providing similar services to Head Start Programs or other early child development centers.
- Description of current service delivery and fees, including discounts offered.
- Completed page 2 of this RFP, including two (2) professional references.
- Tax Identification Number.

### VI. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this REQUEST FOR PROPOSAL will be the responsibility of the Practitioner and will not be reimbursed by AVANCE-Houston, Inc. Documents submitted in response to this REQUEST FOR PROPOSAL, which are proprietary must be clearly marked **PROPRIETARY**.

### VII. Right to Reject and Award Contract

AVANCE-Houston, Inc. reserves the right to reject any and all proposals received in response to this bid and

to make an award to one or more Practitioners based on the best interests of AVANCE-Houston, Inc.

**VIII. Small and/or Minority-Owned Businesses**

Efforts will be made by AVANCE-Houston, Inc. to utilize small businesses and minority-owned businesses.

A Practitioner 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), by having average annual receipts for the last three fiscal years of less than six million dollars.

**IX. Notification of Award**

It is expected that a decision selecting the Practitioner(s) will be made within **3** weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with successful Practitioners, all Practitioners submitting proposals in response to this REQUEST FOR PROPOSAL will be informed, in writing, if they are not awarded a contract.

**AVANCE- Houston, Inc.**  
**HEAD START and EARLY HEAD START**  
 MAIN OFFICE  
 4281 DACOMA  
 HOUSTON, TEXAS 77092  
 713-812-0033

**CENTER LOCATIONS**

<b><i>CENTER NAME</i></b>	<b><i>ADDRESS</i></b>
<b>Acres Homes</b>	6719 W. Montgomery Houston, TX 77091
<b>Browning</b>	607 Northwood Houston, TX 77009
<b>Children's Courtyard</b>	9144 Louetta Spring, TX 77379
<b>Golden Forest</b>	5750 Golden Forest Houston, TX 77092
<b>Hardy</b>	3701 Hardy Houston, TX 77009
<b>Holbrook</b>	6402 Langfield, RM 45 Houston, TX 77092
<b>Jefferson</b>	5000 Sharman Houston, TX 77009
<b>Jensen Drive</b>	2702 Aldine Westfield Houston, TX 77093
<b>Ketelsen</b>	600 Quitman St Houston, TX 77009
<b>Mangum</b>	4503 Mangum Houston, TX 77092
<b>Mt. Houston</b>	11703 Eastex Frwy Houston, TX 77039
<b>Oakwood</b>	7211 Oakwood Glen Spring, TX 77379
<b>Osborne</b>	800 Ringold St. Houston, TX 77088
<b>Early Head Start Northside</b>	4301 Dacoma Houston, TX 77092
<b>Early Head Start Kruse</b>	400 Park Ln. Pasadena, TX 77506
<b>Early Head Start Tegeler</b>	4949 Burke Pasadena, TX 77504