

AVANCE-Houston, Inc.

REQUEST FOR PROPOSALS

**Head Start/Early Head Start
Health Services
RFP ID#: Health-2010**

June 15, 2010

RFP: Health Services

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 **requesting** proposals from licensed health professionals who have expertise in infant, toddler and preschool development and are comfortable working in group settings to provide health services to its Head Start and Early Head Start Programs.

RFP DUE DATE

July 30, 2010, 4:00pm.
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.

AGENCY INFORMATION

RFP Contact Person: Laure Brown	ISSUE DATE: June 15, 2010
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SUBMISSION INFORMATION

Return Proposals, via mail, to: AVANCE-Houston, Inc. ATTN: Laure Brown 4281 Dacoma St. Houston, TX 77092	Proposals should be clearly marked with: <u>RFP-Health-2010</u> in the <i>lower left-hand</i> corner of the envelope. <i>Faxed copies will not be accepted</i>
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INQUIRIES

Questions regarding this REQUEST FOR PROPOSAL should be directed to:
Laure Brown 713-812-0033

PRACTITIONERS MUST COMPLETE THE FOLLOWING INFORMATION

Practitioner/Agency Name:	
Address:	
Phone Number:	
Fax Number:	
Contact Person:	
Email Address:	

REFERENCES

1)	2)
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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 Health Services

AVANCE-Houston, Inc. is requesting proposals from health care professionals a determination as to whether the child is up-to-date on a schedule of age appropriate preventive and primary health care which includes medical, dental and mental health. Such a schedule must incorporate the requirements for a schedule of well child care utilized by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the State in which they operate, and the latest immunization recommendations issued by the Centers for Disease Control and Prevention, as well as any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems.

III. Specification Schedule

a) Scope of Service

In order to insure a maximum benefit of health care and a regular source of care to each child, and to comply with the Head Start Standards, the participating provider must be enrolled in Medicaid/CHIP as a Texas Health Standards and in the Children’s Health Insurance Program.

AVANCE, Inc is

requesting the following services that may be delivered at Offeror's clinic and/or at AVANCE sites. Proposal shall clearly identify where these services will be provided and costs for each location.

- Provide well child exams in accordance with EPSDT requirements, including all labs. Provide costs for children 0-2 years and children 3-5 years of age.
- Provide treatment for any health needs as identified from well child exams.
- Provide on-site screenings for groups of children for lead and anemia.
- Provide training to staff on any special health care needs for a child in the program with a chronic health condition that requires ongoing management.
- Provide consultations on health issues as related to program activity.

- To bill Medicaid/CHIP and /or private insurance companies for those children enrolled in such health plans.

b) Reporting Requirements

For each individual child, Offerer shall provide to the parent:

A Head Start Child Health Record or THSteps Child Health Record for health check-ups and a treatment plan if any abnormalities are found during the check-up.

- Lab results from anemia and lead screens

c) Term

The term for the specified health 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:

- Detailed listing by site of children receiving each service, date service provided including Standard rate, in-kind (Head Start discount) and Head Start fee.
- Invoice by site and service type that lists total number of children receiving services, unit cost and total cost.
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IV. Qualifications

AVANCE-Houston, Inc. will accept proposals from a qualified health professional that are licensed in the State of Texas to provide health services and have Medicaid/CHIP contract.

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 health services experience, including experience in providing similar services to Head Start Programs or other early child development centers.

- Where each service will be provided and fees for each service, including discounts offered. Bidders are encouraged to donate part of each fee as “in-kind” to the AVANCE, Inc Houston program.
- Evidence as a Medicaid and CHIP provider.
- Space required to provide services on site.
- 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.
MAIN OFFICE
4281 DACOMA
HOUSTON, TEXAS 77092
713-812-0033
CENTER LOCATIONS

<i>CENTER NAME</i>	<i>ADDRESS</i>
Acres Homes	6719 W. Montgomery Houston, TX 77091
Browning	607 Northwood Houston, TX 77009
Children's Courtyard	9144 Louetta Spring, TX 77379
Golden Forest	5750 Golden Forest Houston, TX 77092
Hardy	3701 Hardy Houston, TX 77009
Holbrook	6402 Langfield, RM 45 Houston, TX 77092
Jefferson	5000 Sharman Houston, TX 77009
Jensen Drive	2702 Aldine Westfield Houston, TX 77093

Ketelsen	600 Quitman St Houston, TX 77009
Mangum	4503 Mangum Houston, TX 77092
Mt. Houston	11703 Eastex Frwy Houston, TX 77039
Oakwood	7211 Oakwood Glen Spring, TX 77379
Osborne	800 Ringold St. Houston, TX 77088
Early Head Start Northside	4301 Dacoma Houston, TX 77092
Early Head Start Kruse	400 Park Ln. Pasadena, TX 77506
Early Head Start Tegeler	4949 Burke Pasadena, TX 77504