

**AVANCE-Houston, Inc.**

**REQUEST FOR PROPOSALS**

**Head Start/Early Head Start  
Rehabilitative Consultation Services  
RFP ID#: DIS-2025**

**March 6, 2025**

### RFP: Rehabilitative Consultation Services

AVANCE-Houston, Inc., is a 501 (c)(3) organization that provides parent and child education programs, including Head Start/Early Head Start programs and adult education programs. AVANCE-Houston, Inc., 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-aged development and who are comfortable working in group settings to provide rehabilitative consultation services to its Head Start/Early Head Start programs, **which serve children from birth to 5 years old.**

### RFP DUE DATE

**Friday June 13, 2025, 3:00 p.m. CST**

*It is responsibility of the Practitioner to ensure that the proposal is received at AVANCE-Houston, Inc., by the specified date and time listed above. Late proposals will not be considered.*

### AGENCY INFORMATION

**RFP Contact Person:**

Elizabeth Diaz –  
Mental Health & Development Specialist

**ISSUE DATE:**

March 6 , 2025

### SUBMISSION INFORMATION

**Return proposals via postal mail to:**

AVANCE-Houston, Inc.  
ATTN: Elizabeth Diaz  
4281 Dacoma St.  
Houston, TX 77092

Proposals should be clearly marked with:

**RFP-DIS-2025**

in the ***lower left-hand*** corner of the envelope.

***Fax submissions will not be accepted***

### INQUIRIES

Questions regarding this REQUEST FOR PROPOSAL should be directed to:

**Elizabeth Diaz - [Ediaz@avancehouston.org](mailto:Ediaz@avancehouston.org) 713-812-0033 x 1025**

### PRACTITIONERS MUST COMPLETE THE FOLLOWING INFORMATION

Practitioner/Agency Name:

Address:

Phone Number:

Fax Number:

Contact Person:

Email Address:

### REFERENCES

**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. AVANCE-Houston, Inc. is comprised of 350+ employees working from 16 sites. It is governed by a volunteer Board of Directors.

AVANCE (A-vahn-ceh) from the Spanish word meaning “advance” or “progress”, has been serving the needs of the hardest-to-reach, 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 offering effective parenting, school readiness, literacy, health and personal development programs.

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 1,600 children and parents annually.

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. Houston, TX 77092. Tel. 713-812-0033 Fax: 713-812-9829*

AVANCE-Houston, Inc. operates 19 Head Start and 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-aged development and who 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 infants, toddlers, and 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 team that determines how the Head Start/Early Head Start program implementation meets the needs of infants, toddlers, and children eligible for early intervention or special education services;
- Develop modifications and accommodations to enforce Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs), goals, and objectives for children with disabilities in the Head Start/Early Head Start classrooms;
- Provide staff and parent training for implementing strategies contained in Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs);

- Provide staff training on topics related to infants, toddlers, and children with disabilities;
- Speak at educational groups for parents of children with disabilities on issues related to child development and children with special need;
- All services will be delivered at the following locations: individual Head Start and Early Head Start centers, AVANCE-Houston, Inc.'s administrative office, or in the home of Early Head Start Home Based participants.

### 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 monthly to the Intervention Support Specialist along with an original signed copy of the billing statement. Consultants are expected to turn in written documentation of recommendations and strategies during or immediately after classroom observation no longer of 48 hrs.

#### c) **Term**

The term for the specified rehabilitative consultation services is one year, From **August 25, 2025 through August 24, 2026**. Options for contract extensions for two additional one-year periods) may be provided contingent upon successful implementation of contracted services.

#### d) **Background Checks and Standards of Conduct**

AVANCE-Houston, Inc. will require each licensed professional to complete a criminal history background and fingerprinting checks, as required by the Texas Department of Health and Human Services-Child Care Regulation. In addition, the licensed professional will be expected to comply with AVANCE-Houston's Standards of Conduct

#### e) **Payment**

*The schedule of payments will be negotiated.*

The following documentation must be submitted with all requests for payment:

- Listing by center; Date services were provided; Amount of time spent providing each service; Standard rate fee; In-kind amount (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.

In the event AVANCE-Houston, Inc., is prevented from fulfilling payments under the issued contract due to a decrease in funding, it shall promptly notify Consultant and negotiate both a revised schedule of services and reimbursement schedule to which both Parties agree. If grant funding is suspended, terminated or should become unavailable at any time for the continuation of services paid for by the grant and further funding cannot be obtained for the contract, then the sole recourse of AVANCE-Houston, Inc., shall be to provide written Notice of Termination. Any further services will be cancelled and the contract shall be null and void. Upon cancellation of the contract, AVANCE-Houston, Inc., shall not be responsible for the payment of services rendered after the issued date of written Notice of Termination.

#### **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 .

#### **V. Proposal Requirements**

Proposals submitted in response to this RFP must **NOT** exceed 8 pages of printed text in legible font and must contain 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 childhood development centers;
- Description of current service delivery and fees, including discounts (in-kind amount) offered;
- Completed page 2 of this RFP, including two (2) professional references;
- Tax Identification Number;
- Evidence of system to ensure confidentiality of client's records.

#### **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 the decision of the selected Practitioner(s) will be made within **4** 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.

<b>Solicitation Milestones</b>	<b>Date &amp; Time</b>
<b>RFP released and posted on AVANCE's Houston Website</b>	<b>Thursday. March 6, 2025.</b>
<b>Deadline to submit written questions/inquiries to AVANCE</b>	<b>Friday. May 23 by 4pm</b>
<b>Deadline for AVANCE Houston to respond to written questions/inquiries and post answers on its websites</b>	<b>Friday. June 5, 2025 by 4pm.</b>
<b>Proposal Submittal Due Date</b>	<b>Friday. June 13,2025 by 3pm</b>
<b>Anticipate Award Notification (s)</b>	<b>Friday. June 27 2025</b>
<b>Anticipated start date</b>	<b>August 25, 2025</b>

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

**CENTER LOCATIONS**

Acres Homes HS/EHS	6719 W. Montgomery Houston, TX 77091
Bammel HS	17309 Red Oak Dr. Houston, TX 77090
Browning HS/EHS	607 Northwood Houston, TX 77009
Dekaney EHS	22351 Imperial Valley Houston, TX 77073
Eickenroht HS	15252 Grand Point Rd. Houston, TX 77090
Janowski HISD HS	7500 Bauman rd. Houston, TX 77022
Jensen Drive HS/EHS	2702 Aldine Westfield Houston, TX 77093
Krayola Kidz Child Care Partnership	2200 Spears Road, Houston TX. 77067
Kruse EHS	400 Park Ln. Pasadena, TX 77506
Lewis HS	3230 Spears Road Houston, TX 77067
Mangum HS/EHS	4503 Mangum Houston, TX 77092
Mt. Houston HS/EHS	11703 Eastex Frwy Houston, TX 77039
Oakwood HS/EHS	7211 Oakwood Glen Spring, TX 77379
Tegeler EHS	4949 Burke Pasadena, TX 77504
Walters Rd. HS/EHS	11910 Walters Rd. Houston, TX 77067
Wesley Child Care Partnership	1410 Lee St. Houston, TX 77009

**Proposal -Submission Checklist for  
Disabilities Consultants**

- ☐ **Evidence of Current Licensure and Qualifications:**
  - Provide copies of all relevant licenses and certifications.
- ☐ **Evidence of Current Liability Insurance:**
  - Submit proof of current liability insurance coverage.
  - Ensure the documentation includes policy details, coverage limits, and expiration dates.
- ☐ **List of Therapeutic Experience:**
  - Detail the consultant's therapeutic experience, particularly in providing services to Head Start Programs or other early childhood development centers.
- ☐ **Description of Current Service Delivery and Fees:**
  - Provide a comprehensive description of the services offered, including methodologies and approaches used.
  - Outline the fee structure for each service, including hourly rates, package deals, and any additional costs. Specify any discounts or in-kind contributions available.
- ☐ **Completed Page 2 of this RFP:**
  - Ensure that page 2 of the Request for Proposal (RFP) is fully completed.
  - Include contact information for two (2) professional references who can attest to the consultant's qualifications and experience.
- ☐ **Tax Identification Number:**
  - Provide the consultant's Tax Identification Number (TIN) for verification and administrative purposes. And attach the IRS W9 form
- ☐ **Evidence of Systems to Ensure Confidentiality of Client's Records:**
  - Describe the systems and protocols in place to protect the confidentiality of client records.
- ☐ **Additional Documentation (if applicable):**
  - Any other relevant documentation that supports the consultant's proposal, such as awards, recognitions, or testimonials from previous clients.

**Consultant:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Office use only)**

AVANCE Houston Inc.  
**Luz E. Flores, MNPM**  
Executive Director

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_