

AVANCE-Houston, Inc.

REQUEST FOR PROPOSALS

**Head Start/Early Head Start
Mental Health Consultation Services
RFP ID#: MWC-2025**

March 6, 2025

RFP: Mental Health Consultation 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 seeking the services of licensed mental health practitioners who have expertise in infant, toddler and preschool social-emotional development, family systems and are comfortable working in group settings to provide mental health consultation services to its Head Start/Early Head Start programs, which serve children from birth to 5 years old.

RFP DUE DATE

Friday May 2023, 2025, 4:00 p.m. CST

It is responsibility of the Practitioner to ensure 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:

Elizabeth Diaz.

Mental Health & Development Specialist

ISSUE DATE:

March 6, 2025

SUBMISSION INFORMATION

Return Proposals, via mail, to:

AVANCE-Houston, Inc.

ATTN: Elizabeth Diaz

4281 Dacoma St.

Houston, TX 77092

Proposals should be clearly marked with:

RFP-MWC-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 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 1,400 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 Mental Health Consultation Services

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

- Consult with staff and parents in developing a plan of care for infants, toddlers and children with atypical behavior or challenging behaviors, in a timely manner, This may involve observing behavior in the classroom, reviewing participant notes and meeting with parents and teaching staff who work with the infant, toddler or child. HSPPS 1302.41(a). 1302.45
- Serve as a member of a multi-disciplinary team that provides strategies and interventions, develops and modifies Individualized Behavior Support Plans for infants, toddlers and children with social-emotional, behavioral and/or mental health needs. HSPPS 1302.45 (a) (6)
- Provide staff training on implementing strategies contained in Behavior Support Plans. HSPPS 1302.92

- Provide training staff on general topics related to infants, toddlers and children's mental health needs.
- Facilitate psycho-educational parent groups on general topics related to infants, toddlers and children's mental health needs. HSPPPS 1302.45(b)(2).
- Facilitate psycho-educational groups for staff to address staff mental health needs and the difficulties of working with challenging behaviors.
- All services will be delivered at the individual Head Start/Early Head Start centers, at AVANCE-Houston, Inc. main office, or in the home of Early Head Start Home Based participants.
- Be available to visit the center at Least once a month to support staff/children/families. HSPPPS 1302.45 (a) (4).

III. Specification Schedule

a) Scope of Service

AVANCE-Houston, Inc., is seeking the services of licensed mental health practitioners to provide mental health consultation services to its Head Start/Early Head Start programs. AVANCE-Houston, Inc. will assign each Mental Wellness Consultant (Practitioner) to specific centers to conduct behavior consults/observations, classroom observations, teacher consults, parent consults and Individualized Behavior Support Plans on a monthly 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 mental health 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 mental health practitioners who are licensed in the State of Texas to provide clinical mental health services. This includes LPC, LCSW, LMFT, psychologists and child psychiatrists.

V. Proposal Requirements

Proposals submitted in response to this RFP must NOT exceed 8 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;
- Description of Experience in Conscious Discipline or the similar strategies to address challenging behaviors
- Description of Experience in Trauma Informed Care approach.
- Experience with challenging behaviors dealing with young children;
- Evidence of systems to ensure confidentiality of clients' records;
- Personal philosophy on suspension/ expulsion of young children.

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 **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.

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

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

CENTER LOCATIONS

CENTER NAME	ADDRESS
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
Mental Wellness Consultants**

- ☐ **Evidence of Current Licensure and Qualifications**
 - Provide copies of all relevant licenses.
- ☐ **Evidence of Current Liability Insurance**
 - Submit a copy of the current liability insurance certificate.
 - Ensure the insurance coverage meets the minimum requirements specified in the RFP.
- ☐ **Listi of Therapeutic Experience**
 - Detail your experience in providing therapeutic services.
 - Include specific examples of similar services provided to Head Start Programs or other early childhood development centers.
- ☐ **Description of Current Service Delivery and Fees**
 - Provide a comprehensive description of the services you offer.
 - Include a detailed fee structure, specifying any discounts available for Head Start Programs or similar organizations. (in-Kind)
- ☐ **Completed Page 2 of the RFP**
 - Ensure that page 2 of the RFP is fully completed.
 - Include two (2) professional references with contact information.
- ☐ **Tax Identification Number (TIN)**
 - Provide your Tax Identification Number. (IRS W9 form)
 - Ensure the TIN is valid and corresponds to your business entity.
- ☐ **Description of Experience in Conscious Discipline Strategies**
 - Detail your experience with Conscious Discipline strategies and Provide examples of how you have used these strategies to address challenging behaviors in young children.
- ☐ **Description of Experience in Trauma-Informed Care Approach**
 - Describe your experience with trauma-informed care and Include specific examples of how you have implemented this approach in your practice.
- ☐ **Experience with Challenging Behaviors in Young Children**
 - Provide a detailed account of your experience dealing with challenging behaviors in young children.
- ☐ **Evidence of Systems to Ensure Confidentiality of Clients' Records**
 - Describe the systems and protocols you have in place to ensure the confidentiality of clients' records.
- ☐ **Personal Philosophy on Suspension/Expulsion of Young Children**
 - Provide a statement outlining your personal philosophy on the suspension and expulsion of young children. Include any relevant policies or practices you adhere to in this regard.

Consultant:

Print Name _____ Signature _____ Date _____

(Office use only)

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

Print Name _____ Signature _____ Date _____