

# ***INCA Community Services, Inc.***



## **REQUEST FOR PROPOSAL**

### ***Mental Health Consultations***

## **FOR THE PERIOD**

### **August 2021 - July 2024**

# REQUEST FOR PROPOSAL

## Mental Health Consultations

### General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified service providers to provide the following:
  - a. Classroom observations, to be conducted twice yearly; within the first 90 days of the program year and again in the Spring. The observations will be used to screen and to provide comprehensive child health services as required by the Head Start Performance Standards for Inca Head Start Start and Early Head Start classrooms (ages 0-5).
  - b. Individual observation/consultations on an as requested basis.
  - c. Bids must include all four counties and classrooms (listed at end of proposal).
2. Who May Respond: Individuals who are licensed or certified mental health professionals. Prefer consultants with knowledge of and experience in serving young children and their families per HSPS 1302.91(e)(8)(ii) Health Professional qualification requirement: *A program must ensure all mental health consultants are licensed or certified mental health professionals. A program must use mental health consultants with knowledge of and experience in serving young children and their families, if available in the community.*
3. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
4. INCA is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
5. The successful bidder will receive a three year contract..
6. To assist firms in preparing their proposals, general background information on INCA is provided in this request.
7. The RFP may be obtained electronically at [www.incacaa.org/rfpmenthealthconsultant](http://www.incacaa.org/rfpmenthealthconsultant)
8. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, they may submit to INCA a written request for an interpretation thereof.

9. Written questions should be submitted by email to Crystal Cortes at [c.cortes@incacaa.org](mailto:c.cortes@incacaa.org) with **RFP Mental Health Consultations** in the Subject Line to be received no later than July 26, 2021. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
10. Addendum to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.
11. Response. To be considered, proposals must be emailed to [c.cortes@incacaa.org](mailto:c.cortes@incacaa.org) on or before **August 4th, 2021 at 5:00 p.m.** Proposals must be signed by an official and include the Proposer's Federal Identification Number. If submitting hard copies: two copies of the proposal shall be provided. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. Each proposal page should be numbered for ease of reference. They may be delivered to INCA Community Services, located at 202 S. Capitol, Tishomingo, Ok, 73460. Attention: Crystal Cortes, Education/Mental Health Manager, on or before **August 4th, 2021 at 5:00 p.m.** Our mailing Address is PO Box 68, Tishomingo, Ok, 73460.
12. Please note that use of U.S. Mail, FedEx, UPS, or other delivery method, does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If INCA's administrative office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next INCA business day on which the office is open. Unless the Proposers are otherwise notified by INCA, the time for submission of proposals shall remain the same.
13. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
14. Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at INCA's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, INCA shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be

modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

15. INCA reserves the right to waive formalities and reject any and all proposals.
16. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
17. The Selection Committee may consist of individuals not familiar with mental health services; therefore proposals should be submitted assuming that the selection committee has no knowledge of your firm.
18. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the agency to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. Crystal Cortes, Mental Health Manager for Inca Head Start, will initiate requests for clarification.
19. Best and Final Offers. INCA reserves the right to conduct discussions with Proposers for the purpose of obtaining "best and final offers." To obtain best and final offers from Proposers, the Selection Committee may do one or more of the following:
  - a. enter into pre-selection negotiations;
  - b. schedule oral presentations; and
  - c. request revised proposals.
20. After an offer has been made the Selection Committee will limit any discussions to only Proposers whose proposals the Selection Committee has determined to be reasonably susceptible of being selected for award.
21. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, INCA will consider the selected Proposer to be the sole point of contact with regard to contractual matters.
22. Small and Minority Owned Businesses: Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a "small business" as established by the Small Business Administration.
23. Notification of award: A decision in selecting the successful bidder will be made within thirty (30) days after the opening of the bid proposals. Upon conclusion of final negotiations with the successful Bidder, all bidders submitting proposals in response to this RFP will be notified of the award.

## **Background Information**

1. INCA Community Services, Inc. is a not for profit private corporation. The agency was originally established under the name Indian Nations Community Action in 1966. It was later incorporated in the name INCA in August, 1975, to serve Johnston, Atoka, Marshall, and Murray Counties. The agency is the grantee for numerous federal and state programs. It operates and lends administrative support to a multi-program operation.
2. Head Start and Early Head Start is a federally funded program that promotes the school readiness of infants, toddlers, and preschool-aged children from low-income families. Head Start enrollees include children ages 3- Kindergarten enrollment. Early Head Start enrollees include ages birth up to 3 years old.

## **WORK STATEMENT**

Early Head Start Classes can enroll up to 8 children each. Head Start classrooms usually enroll 12- 20 students per room. INCA is funded to serve 336 children. More information can be given after enrollment is completed.

### **Atoka County:**

- Atoka
  - 1 classroom - 801 S. Greathouse Drive (elementary school)
  - 2 classrooms - 371 W. 10th Street
- Caney
  - 1 classroom - 402 N. Perkins (on school grounds)

### **Johnston County:**

- Mannsville
  - 1 classroom - 509 School Street (on school grounds)
- Milburn
  - 1 classroom - 200 N. 7th
- Mill Creek
  - 1 classroom - 603 S. Choctaw (on school grounds)
- Tishomingo
  - 1 HS, 1 EHS - 306 W. 7th Street
- Wapanucka
  - 2 classrooms - 502 S. Choctaw (on school grounds)

### **Marshall County:**

- Madill
  - 1 Early Head Start classroom - 211 N. 2nd Street
- Kingston
  - 2 classrooms - 400 NE 3rd (on school grounds)
- Oakland
  - 4 classrooms - HWY 70 & 8th Street

### **Murray County:**

- Davis
  - 2 classrooms - 701 E. Benton
- Sulphur
  - 1 HS classroom and 2 EHS classrooms - 1220 W. 9th

***Total - 19 Head Start, 4 Early Head Start Classrooms***

## PRICE SCHEDULE

Mental Health Consultation Services		
Description	Specs	Bid Cost Per Visit
<p>Observations: Two onsite observations per classroom conducted by a Child Guidance person or a Child Health Consultant.</p> <p>Reports of each classroom observation will be prepared and submitted by email to Inca Education/Mental Health Manager within 10 working days of each classroom observation.</p> <p>Dates of observations will be coordinated with Inca Education/Health Manager.</p>	<p>Minimum Observation Time: 30 Minutes</p> <p>Maximum Observation Time: 90 Minutes</p> <p>The invoice will reflect the actual time spent observing children.</p>	
<p>Consultations: Two onsite consultations with each Teacher, conducted by the same Child Guidance person or Child Health Consultant that completed the observations.</p> <p>A report on the consultation with the Teacher will be submitted to Inca Education/Health Manager within 10 working days of each consultation.</p> <p>Date of consultation will coincide with the date of classroom observation.</p>	<p>Consultation Time: 30 minutes per visit</p> <p>The invoice will reflect the actual time spent in consultation with the teacher.</p>	
Workshop/Group Training	Minimum: 30 Minutes	
Observation and consultation reports	Submitted to the INCA Education/Mental Health Manager within 10 days of completing with the Teacher.	<p>Yes      No</p> <p>Other:</p>
Mileage	Rate Per Mile	
Invoice	Submitted Monthly	<p>Yes      No</p> <p>Other:</p>

<b>Your Contact Person's Name</b>	
<b>Telephone Number</b>	
<b>Email</b>	