



REQUEST FOR QUOTE 2022-19 Early Childhood Mental Health Consultant

Objective:

ChildCareGroup (CCG) is requesting proposals for the services of a mental health professional to assist the agency in implementing strategies to identify and support children ages birth – 5 years with mental health and social and emotional concerns.

Deadline for questions:

Questions regarding this solicitation will be received until 12:00pm (central time) on September 7, 2022. All questions shall be forwarded to the attention of the Procurement Department at procurement@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due on September 15, 2022 by 2pm (central time). Responses will be received in electronic form **only** and shall be sent to the Procurement Department at procurement@ccgroup.org. Late responses will not be accepted.

Project Overview:

ChildCareGroup, a Dallas nonprofit founded in 1901, serves over 1000 low-income children through our nationally accredited early childhood centers and programs. The agency provides holistic services to enrolled children, including early childhood education, health and inclusion services, family support services, and nutrition services. We are seeking a mental health consultant to enhance our services by collaborating with families, staff and other caregivers to understand and respond effectively to a child's mental health needs. The consultant will work in partnership with ChildCareGroup's Inclusion and Behavioral Health Manager to coordinate all activities and meet program requirements as outlined by the Office of Head Start Program Standards 1302.45 and ChildCareGroup's Policies and Procedures.

Specifications/Scope of Work:

Goals:

1. A teaching staff who understands the role of social/emotional development and mental health for young children and families.
2. A teaching staff with the capacity to understand and promote the development of children's self-regulation, communication skills, attention skills, persistence and other social emotional skills.
3. A teaching staff equipped with skills in classroom and behavior management to create a safe, healthy, happy classroom.
4. Children, families, and staff receive appropriate mental health referrals and services as needed.

Classroom Consultation Scope of Work:

1. Provide support for effective classroom management and positive learning environments; supportive teacher practices; and strategies for supporting children with challenging behaviors and other social, emotional, and mental health concerns through:
 - Weekly classroom observations (anticipated total time is 4 hours per week)
 - Consultation with teachers and center staff
 - Development (in partnership with teaching and center staff) of classroom strategies to:
 - Create a classroom environment that promotes positive mental health and social/emotional functioning
 - Create classroom routines that promote children’s social emotional development
 - Assist with challenging behaviors
2. Provide training on understanding child social/emotional development and mental health to staff and/or parents annually and as needed
3. Provide referrals for mental health services for children and/or staff as needed

Child and Family Consultation Scope of Work:

1. Assist in developing a comprehensive understanding of child and family behavior through:
 - a. Classroom observation of child(ren) identified with mental health concerns, including challenging behaviors
 - b. Review of documentation (health records, anecdotal notes, assessments, etc.)
 - c. Consultation with teaching and center staff and parents
2. Assist staff and families to develop a plan to address mental health concerns and challenging behaviors, including providing appropriate referrals for mental health services as needed.
3. Assist in the implementation of CCG policies to limit suspension and prohibit expulsion as described in *Head Start Program Standard 1302.45*.
4. Provide referrals for mental health services as needed

Submittals:

Respondents must submit the following information in order to be considered:

- A cover letter signed by an officer of the proposer agency, firm, company, corporation, or individual binding the firm/company/corporation/individual to all comments made in the proposal. Include a primary contact person for the proposal.
- Resume(s) of mental health professional(s) and any professional certifications
- List of two (2) references to include name, address, email and telephone number
- Proposed hourly rates for all services (no charges other than those quoted herein will be paid as a result of this agreement). Mileage Reimbursement will be included with this agreement.

Contract Term:

This fixed-cost agreement shall be for a period of one (1) year with the option to renew for four (4) additional one (1) year periods, subject to funding availability.

General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. **Tax shall not be included in prices offered.** A Tax-Exempt Form will be provided by CCG upon request. A request for a Tax-Exempt Form can be submitted in writing to khuff@ccgroup.org or by contacting the Finance Department at 214-905-2408. In no event is it CCG's responsibility to provide a tax-exempt form without a request for the same.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO/COO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. **All change orders and modifications to the contract shall be processed through the Procurement Department only.**
6. **INVOICES:** Invoices shall be submitted to the attention of Accounts Payable Department, 1420 W. Mockingbird Lane, Dallas, Texas 75247 or emailed to ap@ccgroup.org.
7. **PAYMENT TERMS:** Payment terms are net 30 days, unless otherwise specified by CCG in the proposal document.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The contracted proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Procurement Manager 90 days prior to contract expiration. The basis for price escalation should be based on the Consumer Price Index for the most recent twelve-month period reported for the Dallas-Fort Worth area. The contracted proposer shall provide CCG with copies of the appropriate

indices for verification purposes. CCG reserves the right to approve or reject any and all requests for price escalations.

9. **PRICE REDUCTION**: If during the life of the contract, the contracted proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
10. **INDEMNITY**: The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the successful proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract which may result from the proposal and the proposer so agrees upon the submission of the proposal. The proposer must deliver, if requested by CCG, a written release of all liens or other proper evidence of same, to the satisfaction of CCG prior to the issuance of final payment by CCG.
11. **TERMINATION FOR DEFAULT**: ChildCareGroup reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of CCG in the event of breach or default of this contract. CCG reserves the right to terminate the contract immediately in the event the contracted proposer fails to meet delivery schedules, or otherwise perform in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source, and charge the full increase in cost to the defaulting contracted proposer.
12. **TERMINATION FOR CCG CONVENIENCE**: Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the contracted proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.



PROPOSAL COVER PAGE

(Please use this cover page when submitting your proposal)

Submitted by: _____ Date: _____
Authorized Company Representative

Printed Name: _____

Company/Individual Name: _____

Mailing Address: _____

Telephone: _____ Email: _____