

# **EIGHTCAP, INC.**

## **Request for Proposal**

### *Early Childhood Mental Health Consultant*

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#### **INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name: MaDonna Adkins  
Title: EHS Coordinator  
Entity: EightCAP, Inc.  
Address: 904 Oak Dr. – Turk Lake  
Greenville, MI 48838  
Phone: (616) 754-9315  
Fax: (616) 754-9310  
Email: [madonna@8cap.org](mailto:madonna@8cap.org)

## **I. GENERAL INFORMATION**

### **A. Purpose**

This Request for Proposal (RFP) is for Early Childhood Mental Health Consulting services for the 0-5 Head Start program located throughout Gratiot, Ionia, Isabella and Montcalm Counties. The main administration office is located at 904 Oak Drive – Turk Lake, Greenville, MI 48838.

### **B. Description of Entity**

EightCAP, Inc., hereinafter referred to as EightCAP, is a community action agency which serves Gratiot, Ionia, Isabella and Montcalm counties in the State of Michigan. EightCAP is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. Administrative offices are located at 904 Oak Drive – Turk Lake, Greenville, Michigan. Other offices are located throughout the service area. EightCAP is the management company for Threshold Academy, a Michigan public school.

### **C. Instructions on Proposal Submission**

#### **1. Closing Submission Date**

Proposals must be submitted no later than 4 p.m. on Friday, June 12, 2009.

#### **2. Inquiries**

Inquiries concerning this RFP should be directed to MaDonna Adkins at (616) 754-9315, ext. 3359.

#### **3. Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by EightCAP.

#### **4. Instructions to Potential Bidders**

Your proposal may be submitted by mail to:

Name: MaDonna Adkins  
Title: EHS Coordinator  
Entity: EightCAP, Inc.  
Address: 904 Oak Dr , Greenville, MI 48838

It is the responsibility of the Offeror to ensure that the proposal is received by EightCAP by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

EightCAP reserves the right to reject any and all proposals received in response to this RFP.

6. Small Businesses, Minority Owned Firms, and Women's Business Enterprises

Efforts will be made by EightCAP to utilize small businesses, minority owned firms and women's business enterprises.

7. Notification of Award

It is expected that a decision selecting the successful bidder will be made within 10 business days of the closing date of the receipt of proposals.

**II. SPECIFICATION SCHEDULE**

**A. Goods or Services Required**

The purpose of this RFP is to obtain Early Childhood Mental Health Consultation Services. Detailed specifications are listed in Attachment A.

**B. Delivery Schedule**

The services shall begin on July 1, 2009, and continue for 12 month with (2) 1 year options to renew.

**C. Price**

The Offeror's proposed price along with information indicating how the price was determined should be submitted.

**D. Payment**

Payment will be made when the services have been received and EightCAP has determined that they meet the specifications.

### **III. OFFEROR'S TECHNICAL QUALIFICATIONS**

#### **A. Prior Experience**

The Offeror should describe its prior experience including the names, addresses, contact persons, and telephone numbers of prior organizations serviced.

#### **B. Organization, Size, and Structure**

The Offeror should describe its organization, size, and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.

#### **C. Qualifications**

The Offeror should describe the qualifications of any individuals who may be assigned to this contract.

### **IV. PROPOSAL EVALUATION**

#### **A. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.

#### **B. Evaluation**

Evaluation of each proposal will be based on the following criteria:

<b>Factors</b>	<b>Point Range</b>
Experience	0-35
Knowledge of Early Childhood Programming	0-35
Price	0-30
MAXIMUM POINTS	100

C. **Review Process**

EightCAP may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, EightCAP reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. EightCAP contemplates award of this bid to the responsible Offeror with the highest total points.

# ATTACHMENT A

EightCAP, Inc. is accepting bids for Early Childhood Mental Health Consultation Services for its 0-5 Head Start Program located throughout Gratiot, Ionia, Isabella, and Montcalm Counties. The program serves over 1000 0-5 year old at-risk children and their families in both a home-based and center-based model. The following outlines a summary of activities required of a Mental Health Consultant and minimum qualifications of any individual assigned to this contract:

## **Activities:**

- On-site office hours totaling 8 hours per week, 46-48 weeks per year
- Review all staff generated mental health referrals, providing response plan to staff
- Enter referrals and follow-up information into database
- Provide phone consultation to staff on mental health related issues
- Provide reflective supervision for identified groups of staff
- Assist in developing and monitoring 0-5 Mental Health Services Plan
- Participate in quarterly MHC meetings
- Provide staff training and annual in-services regarding mental health processes and assessment tools utilized
- Conduct group or individual observations of enrolled children as appropriate based on staff mental health referral
- Facilitate team meetings with staff and parents

## **Minimum Requirements:**

- Master's degree with appropriate state of Michigan license in Social Work or Counseling (example: LMSW, LMFT, LPC)
- Background in Early Childhood and working with at-risk families
- Knowledge of DECA social-emotional assessment for 0-5 year olds
- Knowledge of Head Start programs

***PLEASE NOTE: This contract will not include the following services***

- *Individual Counseling services*
- *Family Counseling services*
- *Other services not directly indentified in the contract*