



**Request for Qualifications (RFQ)
For
Early Head Start Center-Based Infant/Family
Early Childhood Mental Health Consultant**

Fresno Economic Opportunities Commission (Fresno EOC) Early Head Start (EHS) is seeking to contract a qualified Infant/Family Early Childhood Mental Health Consultant to provide Reflective Practice and Mental Wellness support for the program's center-based component. Currently, the EHS Child Development Centers serve 46, low-income, six-week to three-year-old children and their families with a contingent of 32 staff. The term of this contract for the successful applicant is July 1, 2014 through December 31, 2015.

About Fresno Economic Opportunities Commission (Fresno EOC) and Early Head Start (EHS)

Founded in 1965, Fresno EOC has spent four decades investing in people, helping them become self-sufficient. The service provided by our Agency includes many facets of human services and economic development. They range from pre-school education to vocational training; from juvenile and drug abuse counseling to treatment for serious juvenile offenders; from youth recreation to senior citizen hot meal services; from energy conservation education to crisis intervention. Fresno EOC is a private, nonprofit 501(c) (3) corporation governed by a twenty-four (24) member tripartite Board of Commissioners under the auspices of the Economic Opportunity Act of 1964. Eight of those twenty-four members are public elected officials or their designee; eight members are from the business sector, public agencies, and community groups; the remaining eight members are elected low-income target area representatives from throughout Fresno County. We employ over 1,300 full and part-time staff members committed to transforming lives. Fresno EOC is considered the largest Community Action Agency in the country. With over 30 programs to serve the community; we bridge gaps with almost every aspect of the underserved population.

Early Head Start is a child development and family engagement program supporting low-income prenatal women, infants, toddlers and their families with early, comprehensive and continuous programming, to promote healthy prenatal outcomes, to enhance the development of very young children and to promote healthy family functioning. Currently, our center-based program operates two sites, providing quality child care for children six-weeks through two-years of age. Infant classrooms enroll babies from six-weeks to 24-months of age while the toddler classrooms enroll children from their second through their third birthdays. A family enrolling a child at an EHS Child Development Center must have a documented need for child care. Parents must be employed full-time, in school/training full-time or have a combination of part-time employment and part-time school/training that necessitates the acquisition of care for their child outside of their home. Eight children are enrolled in each EHS classroom and there are two teachers and two assistants assigned per room. The program implements research based principles of



primary caregiving, continuity of care and small group-size. Curriculum includes opportunities to support infants and toddlers in the social, emotional, physical, and cognitive developmental domains. The comprehensive services include: health (physical health, dental health and mental health), nutrition (prenatal education, breastfeeding education, healthy meals and snacks, etc.) and family and community services (referrals to social service programs, goal setting, assistance with transportation, etc.).

Consultant Qualifications

Minimum 2 years' experience as an Infant/Family/Early Childhood Mental Health Service Clinician and extensive knowledge of the State of California Infant-Family Early Childhood Mental Health Training Guidelines and Professional Competencies - Endorsement preferred.

Cover Letter/Letter of Interest

Provide a 1-2 page narrative describing your interest, particular abilities, and qualifications related to the Scope of Work. Include name of company, address, telephone number, email address, FAX number and signature of Principal responsible for executing a contract. Please include a brief description of your skills and previous experience, discussing how they relate to the project described in this RFQ. For Quotes where more than one person will provide the work on this project, provide the qualifications of each person, including their skills, and experience. Please include general background information and credentials listed below:

- Background and number of years in practice

- Access to Licensure Information

- Access to Endorsement Information

- Description of education and experience of the team members that will be involved in service delivery.

Scope of Work

The successful applicant will provide a Scope of Work including:

- A statement of the philosophy/principles that guide his/her practice.
- A listing of the services that the applicant will provide including those offered to Fresno EOC Early Head Start: children, families and staff to include, but not limited to:
 - observation
 - consultation
 - reflective practice
 - best practices for implementation with children with challenging behaviors
 - referrals for further therapeutic interventions when appropriate
 - Hourly rate for services.
 - A schedule of fee-based activity hours per month.



Quote

Quotes should include hourly rates the consultant will charge to complete proposed services per the Scope of Work.

Payment

The consultant shall invoice the Fresno EOC for work completed and accepted monthly. The RFQ evaluation committee will favorably consider quotes that include greater transparency with regard to pricing, services and expenses.

References

Provide at least three references of clients served within the last three years, preferably those with similar consultative needs. Please include contact information for each reference (name address, phone and e-mail).

Schedule

The Consultant shall provide a proposed schedule for delivery of services including number of hours per month for each category of service offered.

Insurance

Selected contractor will be required to demonstrate proof of insurance sufficient to protect all parties involved in the performance of the scope of work. Insurance requirements will be in the contract agreement; consultant is expected to carry customary insurance for his/her position personally.

Litigation

Provide specific information on the termination of any contract you have been involved in (for default), litigation, settled, or judgments entered within the last five (5) years involving your firm, joint venture partners, or sub-consultants. Also, provide information on any convictions for filing false claims within the past five (5) years.

Conflict of Interest

Please provide a statement of conflicts your firm, sub-consulting firms and/or key employees may have regarding these services. The statement should not only include actual conflicts, but also any perceived working relationships by disinterested parties as a conflict. If there are no potential conflicts of interest please state so.

Women, Disabled Veteran, Minority-Owned and Small Businesses

Does your office qualify as a woman, disabled veteran, minority-owned small business? If yes, provide publically certified documentation or a self-certification statement that is subject to examination.



Evaluation

An evaluation committee will review and score each proposal. The proposer with the highest scores addressing the criteria in the RFQ will receive the contract award. In the event of a tie proposers will have an opportunity to interview with the Early Head Start management team. The scoring is based on a 125-point scale and weighted as follows:

- **Technical proposal (50-points):** The consultant's ability to meet the criteria outlined in the RFQ, past experience providing similar services to comparable clients.
- **Cost (20-points):** Clarity and transparency of how the Consultant arrived at the proposed cost.
- **References (15-points):** Input from references three (3) clients describing their accounts with the Consultant relative to work quality, timeliness, adherence to budget.
- **Women, Disabled Veteran, Small Business (5-points):** Signed certification or self-certification accepted.
- **Minority-Owned Business (10-points):** Signed certification or self-certification accepted.
- **Interview (25 points)**

Rejection of Consultant's Statement Of Qualifications

The consultant acknowledges the right of Fresno EOC to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the consultant's Statement of Qualification deemed most favorable to Fresno EOC after all have been examined and evaluated. In addition, the consultant recognizes the right of Fresno EOC to reject a proposal if the consultant's Statement of Qualifications is in any way incomplete or irregular.

Questions

Direct all questions regarding this RFQ to Bill Simon via email; Kathleen.shivaprasad@fresnoeoc.org
All questions and responses are public and posted in a timely manner on the Fresno EOC website homepage (www.fresnoeoc.org) under the RFQ section. Fresno EOC will not accept questions after **Tuesday, June 10, 2014.**

Submittal of Statement of Qualification

Qualified consultants please submit a Statement of Qualifications to Fresno EOC. The submittal requires both a hard copy and email submission.

1. Original and three (3) hard copies, no later than 4:00 PM (Pacific Time), **Friday, June 13th, 2014.**
Please mail or hand deliver hard copy Statements Of Qualifications to,
Kathleen S. Shivaprasad, EHS Program Director
ATT: Infant/Family/Early Childhood Mental Health Consultant
Fresno Economic Opportunities Commission
1920 Mariposa Mall, Suite 130
Fresno, CA 93721
2. Submit a digital proposal in a pdf format to kathleen.shivaprasad@fresnoeoc.org with subject line: **Infant/Family/Early Childhood Mental Health Consultant**, no later than 4:00 PM (Pacific Time), **Friday, June 13th, 2014.**
Please sign and return the authorization statement on the following page. Thank you for your consideration of and interest in Fresno EOC, Early Head Start's consultant opportunity.



**Request for Qualifications (RFQ)
for
Early Head Start Center-based Infant/Family/Early Childhood Mental Health
Consultant**

AUTHORIZATION:

The undersigned hereby asserts that he/she is duly authorized to submit this proposal, that all information contained in it is true, correct and complete, and that the undersigned is authorized to enter into a contract with Fresno Economic Opportunities Commission should he/she be selected and approved for services, as negotiated.

Name of Firm/Consultant

Name of Principal/CEO/Owner -Print

Signature

Title

Phone

Address

City/State/Zip

Date

License # (if applicable)

Email

FAX