

2022-2025 Request For Proposal

Mental Health Consultation Bid for EOA Children's Services

This document is a request from EOA Children's Services for proposals from a licensed or certified mental health professional with experience working with young children and their families.

Background

EOA Children's Services provides high-quality preschool education to children in Northwest Arkansas. We have eight preschools throughout Washington County and one Administrative Central Office, which is located at 1643 E. Huntsville Rd, Fayetteville AR 72701.

Scope of Work

Under the three-year contract to be awarded through this RFP, EOA Children's Services seeks a professional, experienced, licensed Mental Health Professional to provide programmatic support, consultation, and therapeutic direction to teachers, children and families. Services are expected to primarily take place during the months of September through May of each school year. Consultation services shall include the following:

- Facilitate one Mental Health Family Day for each of the eight pre-school centers throughout Washington County (3 centers in Springdale, 4 centers in Fayetteville, 1 center in Lincoln). Approximately 1 hour per family day.
- Observe 34 classrooms bi-annually for approximately 45 minutes each and provide constructive feedback regarding teacher-child relationships, classroom operations, etc.
- Provide bi-monthly Reflective Group Supervision to teachers in the Pat Walker Center for Children during the months of September-December then monthly supervision from January-May of each school year.
- Facilitate individualized trainings as requested on topics related to child and family mental wellness.

Response Criteria

Response to this RFP will require the individual or agency to provide sufficient information to determine that the individual or agency qualifies for performing the services required, including the following:

- Address your overall capabilities as they relate to your company's ability to meet the needs outlined in the Scope of Work.
- Describe fee structure and billing procedures. If the bidder estimates a cost adjustment between years 1 and 2 or years 2 and 3 of the contract, the estimated adjustment should be listed in the bid. If any portion of the fee or rate will be donated, it must be clearly stated in your fee structure.

- Present three references including names, addresses, titles, phone, and e-mail addresses of the person(s) most familiar with the work performed.
- Must be able to complete classroom observations between the hours of 8 am-12 pm. • Must be able to facilitate Mental Health Family Days on selected Fridays from 12-1. • Must be able to provide group supervision in the afternoon from approximately 2:15 to 3:30 pm.
- Proof of Liability Insurance including Workmen's Compensation if utilizing employees

Selection Criteria

The following criteria will be used to evaluate the qualifications of the business:

- Capability to perform the required services for EOA Children's Services
- Professional background and experience
- Cost of services

An informational meeting is scheduled for Thursday, July 14th at 1:30pm at The Pat Walker Center for Children, 260 Victory Lane, Springdale, AR 72764. **No individual walkthroughs or meetings will be entertained.** Proposals will be reviewed by a team representing EOA Children's Services and interviews with the most qualified applicants will be required.

Requirements and Authority of EOA Children's Services

This Request for Proposal does not commit EOA Children's Services to award a contract, pay any costs incurred in the preparation of the proposal to this request or to procure or contract for services. EOA Children's Services reserves the right to accept or reject any or all proposals received as a result of the request, negotiate with any qualified source(s) or cancel, in part or entirely, this Request for Proposal, if it is in the best interest of EOA Children's Services to do so.

Submission Information

Interested firms should submit the above requested information by Friday, July 22, 2022 via email, regular mail delivery, and or hand-delivered to:

Anna Cannon, Program Director
1643 E. Huntsville Road, Fayetteville, AR 72701
acannon@eoaheadstart.org

Proposals received after the above time and date will not be opened.

Questions regarding this RFP should be directed to Anna Cannon at acannon@eoaheadstart.org