

**Regional Consolidated Services (RCS)
Head Start**

REQUEST FOR PROPOSAL (RFP)

MENTAL HEALTH CONSULTANT SERVICES 2021

Issued by RCS Head Start

109 N Main Street, Randleman, NC 27317

PO Box 487, Randleman, NC 27317

C/O Peggy Harris, Mental Health & Disabilities Coord.

pharris@regionalcs.org

Phone: 336-629-5141

Dated: 7/19/2021

1. **Notice**
2. **Instructions on Bidding Process**
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Overview:

Regional Consolidated Services (RCS) Head Start is seeking proposals for Mental Health Consultant Services.

The paper bids must be received prior to **12 P.M. by 8/5/2021** in a sealed envelope labeled with the bid title and addressed to Peggy Harris, Mental Health & Disabilities Coord. at 109 N Main Street, Randleman, NC 27317 or PO Box 487, Randleman, NC 27317.

Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Peggy Harris at pharris@regionalcs.org no later than 12 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Mental Health/Disabilities Coord. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them “1 of X”, “2 of X” and so forth (where X= the total number of emails).

Bids will be opened and evaluated by Aug 6, 2021 at the above address. Bids received after the above stated time will be considered for evaluation at the sole discretion of the Regional Consolidated Services.

Bids must be signed in longhand or e-signature. All bids shall be submitted on forms furnished within this bid packet.

Regional Consolidated Services reserves the right to accept or reject any and all bids, to waive any irregularities in the bids or bidding, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it is in the best interest of the agency.

RFP Contacts:

All general correspondence and inquiries about the RFP should be submitted in writing by mail or email to the primary contact.

The primary contact is:

Peggy Harris

Mental Health & Disabilities Coord.

Regional Consolidated Services – Head Start

109 N Main Street, Randleman, NC 27317

PO Box 487 N Main Street, Randleman, NC 27317

Phone: 336-629-5141

Email: pharris@regionalcs.org

Bidders may bid for all requested in this RFP in whole or in part.

Example Definition of “in whole” or “in part”:

- A. Whole: All centers located in Alamance, Caswell and Randolph County centers**
- B. Part: Alamance/Caswell County centers or Randolph County centers**

****Bids cannot be broken down by individual sites within the counties. ****

BID CLOSING DATE: 12:00 P.M. 8/5/2021
REGIONAL CONSOLIDATED SERVICES MAIN OFFICE
109 N Main Street, Randleman, NC 27317
PO Box 487 N Main Street, Randleman, NC 27317
336-629-5141

TO: Mental Health & Disabilities Coord

1. Pursuant to and in compliance with the Instructions to Bidders, and other documents relating thereto, the undersigned bidder, having familiarized themselves with the terms of the bid and the conditions affecting the performance of the bid, hereby proposes and agrees to perform, within the time stipulated, everything required by the Agreement for the amount herein set forth.
2. It is understood that Regional Consolidated Services reserves the right to reject this bid as specified in the Instructions for Bidders.
3. Bidders must comply with the provisions of this bid and Instructions for Bidders.

VENDOR INFORMATION

COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
OWNER:		TITLE:
PHONE:	EXT:	FAX:
COMPANY CONTACT:	EMAIL ADDRESS:	COMPANY WEBSITE:
DESCRIPTION OF BUSINESS PRODUCTS/SERVICES:		
YEARS IN BUSINESS:	EMPLOYER'S FEDERAL ID # (or the Number used to report the business to the government) :	
<p>_____ Corporation (indicate the name used to formally register your corporation with the state you are registered with to do business) _____ State: _____</p> <p>_____ Sole Proprietor (please complete a W-9 and enclosed a Schedule C form from the most recent tax filing)</p> <p>_____ Partnership (please complete a W-9 and enclose a K1 form)</p> <p><i>Please note that if you are a Sole Proprietor or Partnership using an "Assumed Name or a Doing Business As (DBA) that is not registered with the State you will need to provide documentation that you have an assumed name certificate on file with the Register of Deeds in the county where the business is being conducted. These documents must be attached.</i></p> <p>___ Non-Profit ___ IRS Designation ___ Other</p>		

Is the company a subsidiary of another company or affiliated with a parent company? YES NO

If "YES", please provide the following information about the corporate office/parent company, if different from previously stated, or indicate "SAME".

PARENT COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
AUTHORIZED REPRESENTATIVE: (Person who is listed as the responsible party for tax filings)		TITLE:
PHONE:	EXT:	FAX:
EMAIL ADDRESS:		COMPANY WEBSITE:

Is the company current on all state taxes? YES NO

Is the company current on all federal taxes? YES NO

Is the company current on all county, city and local taxes? YES NO

Enclosed a copy of your company's most recent W-9? YES

Enclosed documentation of any Assumed Name (if applicable)? YES

Enclosed certificate of insurance? YES

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____ DATE: _____

RCS Office use only:

Have you checked to see if the company is listed Yes No
on the debarment list? (www.sam.gov) and (NC SOFL) on the shared forms drive.

Have you checked the Secretary of State website to see if the company is registered? (www.sosnc.gov/)
 Yes No

Reason for request to set up the new vendor: _____

Signature of staffer requesting the new vendor set-up

Date

Program Director

Date

Finance Representative

Date

PREPARATION OF BID FORM

1. Regional Consolidated Services invites bids on the form enclosed to be submitted no later than 12:00 P.M. 8/5/2021. All blanks on the bid form must be appropriately filled in. Each bid must be submitted in a separate sealed envelope bearing on the outside RCS HEAD START Mental Health Consultant BID. Bids submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Mental Health/Disabilities Coord at pharris@regionalcs.org. It is the sole responsibility of the bidder to ensure that their bid is received by the Mental Health/Disabilities Coord at 109 N Main Street, Randleman, NC 27317 prior to the closing date and time. Any bids received after the scheduled closing time for receipt of bids will be considered at the discretion of the Mental Health/Disabilities Coord.

2. BID SUBMISSION ADDRESS

All bids must be submitted and received by the Mental Health/Disabilities Coord at 109 N Main Street, Randleman, NC 27317 or P.O. Box 487, Randleman, NC 27317.

3. BID OPENING READING

All bids shall be opened and evaluated on 8/6/2021 at the above mentioned address.

4. SIGNATURE

The bid must be signed in the name of the bidder and must bear the signature in longhand or e-signature of the person or persons duly authorized to sign such bids.

5. MODIFICATIONS

Changes in the bid documents, additions to the bid, or any other modifications of the bid form may result in rejection of the bid as not being responsive to the invitation to bid. No oral or telephone modifications shall be considered. Written, emailed by authorized representative or faxed modifications received prior to the bid closing date and time will be accepted.

6. WITHDRAWAL OF BID

Bidders may withdraw bids by written request at any time prior to the scheduled closing time for receipt of bids.

7. INTERPRETATION OF BID DOCUMENTS

If discrepancies or omissions are found in the bid documents, bidders may submit a written request for clarification or correction to the office of the Mental Health/Disabilities Coord. A copy of the request for clarification and the response thereto will be mailed or emailed to all bidders. Regional Consolidated Services will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid.

8. AWARD OF BID

Regional Consolidated Services reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or the bidding process, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the needs of the agency. All bids shall remain open and valid and subject to acceptance until a bid acceptance decision has been made but not to exceed a period of forty-five (45) days after the bid opening date. Items listed on the bid will be awarded in part or whole and quantities may vary, whichever is in the best interest of the agency and at the agency's sole discretion. The final project approval is contingent on available funds.

9. SERVICE SCHEDULE.

Bidders shall be required to commence delivery of service upon contract start date. Should service not begin on the contract begin date then it will be deemed sufficient cause for default action under the DEFAULT provision of this bid.

10. EVIDENCE OF RESPONSIBILITY

Regional Consolidated Services requests the names of three (3) references with whom similar transactions have occurred.

11. ANTI-DISCRIMINATION

It is the policy of Regional Consolidated Services that in connection with all services performed, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and State laws. In addition, the bidder agrees to require like compliance by all subcontractors employed by them.

12. INSPECTION AND ACCEPTANCE

All services provided under this bid shall meet or exceed the bid specifications and shall comply with all Federal and State laws governing their productions, handling, and processing. Inspection and acceptance of all services shall be at delivered destinations. Services found to be defective or not in accordance with the bid specifications shall be replaced rectified by the bidder at no cost to Regional Consolidated Services. Regional Consolidated Services shall be allowed fifteen (15) working days after delivery to report default in services. Failure to rectify said services shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

13. LIABILITY

The bidder shall hold the Regional Consolidated Services, its officers, agents, servants and employees harmless from liability of any nature or kind whatsoever on account of use by the publisher or author, manufacturer or agent, of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid. The bidder hereby agrees to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness, and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

14. BID DOCUMENTS

The complete bid includes the following documents: Notice, Vendor Information, Technical Specifications including Bidder Response, Business Specifications, References, Confidentiality Agreement, Liability Agreement, and Non-Collusive Bidding Certification. Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The Bidder should fully acquaint himself with the conditions and terms affecting the performance of the agreement if awarded. The bidder's submission of a bid shall be taken as prima facie evidence of compliance with this section.

15. TAXES

State and local taxes will be paid by purchaser. Taxes are not to be included in the prices that are submitted with this bid but shown separately under the area labeled "Taxes".

16. ERRORS

Responsibility for errors or omissions on the part of bidders in making up their bids will not be assumed by Regional Consolidated Services. All bids must be legible. No erasures will be permitted. Mistakes may be crossed out and corrections typed adjacent to the error. Corrections must be initialed in ink prior to the bid opening by the person signing the bid.

17. PERIOD OF AGREEMENT/ EXTENSION

The term shall be one year from the effective date of any contract(s) executed as a result of this solicitation or 8/31/2022, whichever comes later. This Contract may be extended annually in one-year increments at the discretion of Regional Consolidated Services for a total Contract period of no more than three years.

18. PRICES INCREASES

In the event that parties involved consent to contract time extensions beyond 8/31/2022 the following conditions for price adjustments shall apply. Prices bid herein may increase with the mutual consent of parties involved. The effective date of such increase shall be specified in writing by Regional Consolidated Services.

19. INVOICE PROCESS

Invoices shall be submitted to Regional Consolidated Services and shall contain the following information:

- invoice number
- invoice date
- billing account number
- total invoice amount
- purchase order number
- general description of items or services invoiced
- the number of items invoiced
- the cost per item

Failure to enter the above information on the invoice may cause a delay in payment. Payment shall be made on partial deliveries accepted by Regional Consolidated Services.

20. OSHA

The vendor certifies by delivery, that all items furnished under this agreement meet or exceed applicable OSHA codes. All electrical devices must be supplied with 3 wire grounded cords. ****If Applicable****

21. DEFAULT

Regional Consolidated Services may, by written notice of default to the vendor, terminate the whole or any part of its order under this agreement if:

- A. Vendor fails to make delivery of the services or to perform the service within the time specified herein or any extension thereof:

OR

- B. Vendor fails to perform any of the other provisions of this agreement and does not cure such failure within a period of fifteen (15) calendar days (or such longer period as the purchasing director may authorize in writing) after receipt of notice from the purchasing director specifying such failure. In the event that Regional Consolidated Services terminates its order(s) in whole or in part, Regional Consolidated Services may procure supplies or services similar to those so terminated from other sources, and the vendor shall be liable to the Regional Consolidated Services for any additional costs

resulting from such action. Vendor shall be required to deliver all supplies or services under this agreement which are not terminated.

22. WARRANTY

Warranty periods and terms shall be stated in the bid response. The vendor agrees that all items & services furnished under this agreement shall be covered by the most favorable commercial warranties (to include merchantability) that the vendor provides any customer for such items, and that the right and remedies provided therein are in addition to any other provision of this agreement.

23. INDEPENDENT CONTRACTOR

While providing the items or services included herein, the vendor is an independent contractor and not an officer, employee, or agent of Regional Consolidated Services.

Service Contract Scope:

Mental Health Consultant Services

The primary scope of the service contract for the Mental Health Consultant RFP are as follows:

1. Provide Mental Health Consulting Services to the following RCS Head Start centers in Alamance, Caswell and Randolph Counties:

<u>Centers in Randolph County:</u>	<u>Centers in Alamance & Caswell County:</u>
<ul style="list-style-type: none"> • Head Start Station: 7279 Jordan Rd., Ramseur <ul style="list-style-type: none"> ○ 20 Kids • Connie Redding Head Start: 118 Virginia Ave., Asheboro <ul style="list-style-type: none"> ○ 111 Kids • North Asheboro Head Start: 1822 Unit D N Fayetteville St. Asheboro <ul style="list-style-type: none"> ○ 30 kids 	<ul style="list-style-type: none"> • Graham: 620 Ray St., Graham <ul style="list-style-type: none"> ○ 36 Kids • Head Start Junction: 421 Alamance Rd., Burlington <ul style="list-style-type: none"> ○ 92 Kids • Janice S. Scarborough Head Start (JSS): 615 Gunn St., Burlington <ul style="list-style-type: none"> ○ 148 Kids • Caswell Community Head Start: 317 E. Main St., Yanceyville <ul style="list-style-type: none"> ○ 48 Kids

1. Consultant Requirements

- i.* In accordance with 1304.24: Contractor will conduct classroom observations for the purpose of identifying the mental health needs of enrolled children within 45 days of the child's first day attending the Regional Consolidated Services Head Start program.
- ii.* In accordance with 1304.24: Contractor will discuss and identify with parents appropriate responses to their child's behaviors.
- iii.* In accordance with 1304.24(a) (I) (v): Contractor will help parents to understand mental health issues.
- iv.* In accordance to 1304.24(a) (I) (VI): Contractor will support parents' participation in any needed mental health interventions.
- v.* In accordance with 1304.23 (c)(6): Contractor will provide on-site mental health services of regular schedule consultations involving the mental health professional, program staff, and parents.
- vi.* In accordance with 1304.24 (a) (3) (iii): Contractor will assist in providing special help for children with atypical behavior or development.
- vii.* In accordance with 1304.24 (a) (3) (iv): Contractor will utilize other community mental health resources, as needed.

Definition of “in whole” or “in part”:

- C. Whole: All centers located in Alamance, Caswell and Randolph County centers**
- D. Part: Alamance/Caswell County centers or Randolph County centers**

****Bids cannot be broken down by individual sites within the counties. ****

1. Bidder shall respond to Price. Choose which way to BID – by entire Program OR separately by counties:

A. Price: Mental Health Consultant Services by Program:

- i. \$ _____ per hour
- ii. \$ _____ per hour in-kind

OR

B. Price: Mental Health Consultant Services by County:

- a) Alamance/Caswell County Centers
 - i. \$ _____ per hour
 - ii. \$ _____ per hour in-kind
- b) Randolph County Centers
 - i. \$ _____ per hour
 - ii. \$ _____ per hour in-kind

2. Performance Reliability: Please include 3 references

3. Implementation: Please specify estimated time frame required after being notified of identification of need to services rendered.

4. Warranty: Please specify ways in which work will be tracked for confirmation.

5. Provide Certificate of Insurance with minimum limits of liability for commercial general liability (needed for vendors who will be on site), auto, worker’s compensation, and employer’s liability.

6. Provide current W-9.

7. Provide all-inclusive example contract for scope of work, delivery, and cost allocated by line item.

8. Provide copy of valid Licensure documentation for Consultants & NCDHHS Child Care Criminal Background Checks.

The bidder shall address each of the above to the best of their ability in their bid document. Proposals should not exceed 50 pages of text, exclusive of attachments and appendices. The font should be clearly readable and no less than 11 point. Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Mental Health & Disabilities Coord at pharris@regionalcs.org no later than 12 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Mental Health & Disabilities Coordinator. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them “1 of X”, “2 of X” and so forth (where X= the total number of emails).

Paper submissions must be submitted in one hard copy. Paper submissions must be in a sealed envelope delivered in person or a delivery service mark with bold inscription “RCS HEAD START RFP – Mental Health Consultant Services BID” to the following address:

Regional Consolidated Services
 Attn: Peggy Harris
 109 N Main Street, Randleman, NC 27317
 PO Box 487, Randleman, NC 27317

Bids will not be accepted by fax.

Factors in determining the award of this bid:

1. Price
2. Quality of Service & Previous Experience
3. Business Qualifications, Ability to Perform Services, & Reference
4. Small Business
5. Minority-Owned/Women's Business

The bidder shall address each of the above to the best of their ability in their bid document.

BUSINESS SPECIFICATIONS

Is your business (check all that apply):

- Small Business
- Minority-Owned Firm
- Women's Business Enterprise

BID MATRIX

Price	<i>up to 35%</i>
Service Quality/Previous Experience	<i>up to 30%</i>
Business Qualifications/Ability to Perform/References	<i>up to 25%</i>
Small Business	<i>up to 5%</i>
Minority-Owned/Women's Business	<i>up to 5%</i>

REFERENCES

1. Company _____
Contact Name _____
Address _____

Telephone _____
Project _____

Completed by _____ Date _____

2. Company _____
Contact Name _____
Address _____

Telephone _____
Project _____

Completed by _____ Date _____

3. Company _____
Contact Name _____
Address _____

Telephone _____
Project _____

Completed by _____ Date _____

CONFIDENTIALITY AGREEMENT

I understand that any information learned about any staff or participant or their spouse, family, or the Agency, is to be kept confidential and is not to be discussed outside this facility at any time.

I also understand that discussion of any information gathered during interaction with staff, children or families of the program is not permitted unless specifically directed by the program director or the executive director of Regional Consolidated Services.

I understand that at no time should I or any other employee of the same vendor attempt to access, look at, review, log/record/retain/save/copy, redirect or in any other way access the content of traffic on the network. If, at any time, the I or any other employee of the same vendor become aware that unauthorized access is taking place or has taken place, it is required to take immediate steps to stop current and/or future unauthorized access and immediately notify the Mental Health/Disabilities Coord and Executive Director of Regional Consolidated Services.

Date: _____

Contractor Signature: _____

LIABILITY AGREEMENT

I acknowledge that I have the primary responsibility. I hereby agree to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

Signature

Name of Insurance Company

Claims Representative/Telephone Number

Policy Number Expiration Date

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- i. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- ii. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the bid opening, directly or indirectly, to any other bidder or to any competitor;
- iii. No attempt has been made or will be made by the bidder to induce any person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

 AUTHORIZED SIGNATURE

 NAME OF COMPANY

 PRINTED NAME

 TITLE OF AUTHORIZED PERSON

 TELEPHONE NUMBER

 ADDRESS

 DATE

 CITY STATE ZIP

History of RCS Head Start

Head Start began in 1965 with the implementation of the Economic Opportunity Act, which was part of President Lyndon B. Johnson's war on poverty. The program was designed to provide preschool children from economically challenged families with a "head start" on formal education.

The first Head Start classes, attended by about 561,000 children, met for eight weeks during the summer of 1965. By 1972 most Head Start programs were full-year preschool programs.

The Head Start program was designed to meet the needs of such children and their families, so that when the child reaches kindergarten, he or she is ready to learn without barriers such as poor health, hunger, or other conditions that could distract them from learning. To achieve this objective, Head Start was designed as a comprehensive preschool program, which addressed the areas of education, disabilities, health (including dental, medical, mental health and nutrition), social services, and parent involvement.

As a result of the implementation of Head Start, over 14,500,000 children have been properly vaccinated, and have received needed medical and dental attention before beginning kindergarten.

Because Head Start is not a "hand out" type of program and there is a big emphasis on parent involvement and parent training, many families involved in the Head Start program have become economically self-sufficient, no longer requiring public assistance.

Children who attend Head Start have a significantly lower chance of being retained in a grade, becoming a teenage parent, committing a crime, or dropping out of school as their peers who do not attend. Parents of Head Start children are more supportive and more active in school activities as their children go through the public school system.

Regional Consolidated Services (RCS) began serving 20 Head Start children at East Side Head Start, located at Asheboro Day Care on Brewer Street, in 1990. In 1994, RCS expanded to serve 60 additional children in three classrooms located at Franklinville, Ramseur, and Trinity Elementary Schools. In 1995, RCS expanded again to serve 34 additional children in two classrooms located at the Early Childhood Development Center (ECDC) in North Asheboro. The ECDC is part of the Asheboro City School System. In 1998, RCS Head Start expanded into Alamance and Caswell Counties. In 2010, RCS Head Start was granted expansion slots to serve an additional 60 children in Alamance and Randolph counties. In 2013, the effects of sequestration led to the closing of one Randolph County site. In 2014, sequestration effects were reinstated and Randolph County received the 20 slots back so we have a total of 485 children and their families that we can serve in Alamance, Caswell and Randolph Counties. In May 2005, RCS Head Start was recognized by the National Head Start Association as an Outstanding Grantee. RCS Head Start has earned 5-Star rated licenses at all centers within the three county program.