

# GLEAMNS HUMAN RESOURCES COMMISSION

August 30, 2023

## REQUEST FOR QUALIFICATIONS

### EARLY CHILDHOOD MENTAL HEALTH CONSULTANTS FOR HEAD START & EARLY HEAD START PROGRAMS

SOLICITATION NUMBER: QU06-10-23

PACKAGE DUE DATE & TIME: SEPTEMBER 20, 2023, 4:00PM EST

**SUBMIT QUALIFICATION PACKAGE TO:  
GLEAMNS HUMAN RESOURCES COMMISSION  
ATTN: PURCHASING**

*Email*

[sodell@gleamnshrc.org](mailto:sodell@gleamnshrc.org)

OR

*Mailing Address*

P O BOX 1326  
GREENWOOD SC 29648

OR

*Hand Delivery/Express Mail Address*

237 HOSPITAL ST N  
GREENWOOD SC 29646

**MARK PACKAGE WITH 'SOLICITATION NUMBER: QU06-10-23'**

**FOR QUESTIONS TO THIS SOLICITATION, CONTACT SHERRY O'DELL @  
[sodell@gleamnshrc.org](mailto:sodell@gleamnshrc.org) OR 864/229-8869.**

Abbeville • Anderson • Cherokee • Edgefield • Fairfield • Greenwood • Laurens • Lexington • McCormick  
Newberry • Oconee • Pickens • Richland • Saluda • Spartanburg

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## **GENERAL INFORMATION**

GLEAMNS Human Resources Commission, heretofore known as GLEAMNS, invites you to submit a **Qualification Package** in accordance with the requirements of this solicitation as follows:

This **Request for Qualifications** does not commit GLEAMNS to award a contract, to pay any costs incurred in the preparation of the package, or to procure or contract for the activities, goods or services described. GLEAMNS reserves the right to accept or reject any or all packages received as a result of this request. Each Respondent will be required to submit three (3) references which will include a name, address, telephone number, mobile number, email address, and general description of similar agreements and services performed in the past three years. Packages will not be reviewed if they are late or not responsive, i.e., not containing all requested information, and submitted in the manner prescribed. The packages will be reviewed solely on the material they contain. No modifications, additions, or substitutions to any packages will be accepted after the closing date and time. GLEAMNS reserves the right to review all packages of which it deems appropriate and is not bound to accept any package toward an award, further reserving the right to reject any or all packages if GLEAMNS deems it not to be in GLEAMNS' best interest.

Questions concerning the Request for Qualifications will be accepted until the specified closing date/time and should be addressed as specified in this solicitation. Small businesses, minority-owned firms, and women's business enterprises are encouraged to submit packages, with due consideration given to all offers. All Respondents are to submit one (1) COPY of their offer. The offer, solicitation or acceptance of gratuities or compensation, intended to influence the contractor selection process, is expressly prohibited. GLEAMNS reserves the right to disqualify (with reason as determined by GLEAMNS) a consultant from the qualified consultants list. All Respondents will be notified as to the acceptance or rejection of their offer in writing.

Upon completion of the review process of all packages by GLEAMNS, GLEAMNS will select the consultant(s) it deems to be the most responsive and responsible and will further negotiate a contract(s) with that consultant(s) to provide mental health services to GLEAMNS' children, families, and staff.

## **SCOPE OF QUALIFICATIONS/SERVICES**

GLEAMNS seeks qualification packages from interested mental health consultants, with minimum qualifications as a licensed master social worker or licensed professional counselor, who will be awarded contracts to provide mental health consultation services for the GLEAMNS Head Start & Early Head Start programs. The Head Start & Early Head Start programs are responsible for providing an educational experience designed to bring a greater degree of social and emotional competence to children of eligible families. Services shall include capacity building for staff and family members, classroom observations and behavioral intervention, to prevent, identify, refer for treatment, and reduce the impact of mental health problems among children, families, and staff. Consultation shall include culturally sensitive and primarily indirect services for children ages 0-5 in early education settings. Consultants will collaborate with

administrators, staff, and family members who intervene or interact directly with children in early education and/or home settings.

- A. Capacity building – assisting staff and education providers to develop attitudes, knowledge, and skills that will help them function more effectively. With new perspective, skills, and strategies, providers will address and solve current problems as well as future concerns that might arise in supporting the social and emotional health of young children.
- B. Working through an indirect means (such as working with staff and parents and the relationship they have directly with those children) to build their capacity to problem solve and change practices. Consultant shall influence the experience of and outcomes for individual children, families, staff members, and programs.
- C. Because many aspects of early childhood practices are influenced by the culture of the child and family, interventionists must be attuned to these nuances when working with staff and families. Care must be taken to be attentive and responsive to cultural differences between staff and families as well as among staff members; designing services and interventions that are culturally and linguistically appropriate.

GLEAMNS intends to award separate contracts to mental health professionals specializing in the two (2) fields of service, **classroom observation and behavioral intervention**, to ensure a healthy and safe learning environment. These services will be provided to nine (9) counties in South Carolina currently served by GLEAMNS. The counties are categorized by the following two (2) areas: **Area I** (Abbeville, Edgefield, Greenwood, Laurens, McCormick, and Saluda,); and **Area II** (Lexington, Richland, and Newberry). Consultants should indicate in their packages that they are interested in either Area I or Area II, or both Areas I & II. The mental health liaison will assign the consultants to the centers within each area. It is possible that a consultant could be assigned to more than one (1) center.

Mental health services shall be provided for the following categories:

- I. **CLASSROOM OBSERVATION SHALL CONSIST OF:**
  - A. An initial observation must be conducted on all classrooms within 45 calendar days of the 1<sup>st</sup> day of school. Identified classroom changes may result in additional classroom observations. The focus shall be on adult-child interaction, general classroom atmosphere, and classroom/behavior management. The consultant shall meet with the teacher and the center coordinator/designee to discuss the results of the observation, make recommendations, and conduct appropriate follow-up to noted concerns, as needed.
  - B. Identification of children with social and emotional problems. This will involve classroom and individual child observations, staff, and parent consultations, reviewing child's confidential file for noted concerns, and facilitating a referral for formal evaluation and/or mental health assessment, and ongoing follow-up until eligibility is determined. In addition, the consultant will guide the development, implementation, modeling, and revision of Behavior Intervention Plans and other collaborative activities through written recommendations for

classroom and home environments using the programs' consultation forms to document plan. Consultant shall provide specific details and model strategies recommended for implementation by the teaching team. In instances where a child or family's needs exceed the intervention, and the strategies that are developed for the classroom or home visiting setting have been unsuccessful, the mental health consultant will assist in facilitating a referral and securing appropriate resources. The consultant will also work as a liaison between the services secured through Head Start. Collaborating in this manner allows caregivers and parents in the child's life to work to form a cohesive net around the child and family to support them.

- C. Consultations with staff and parents regarding children with challenging behavior concerns. Individual child observations are permitted with written parental consent.
- D. Providing consultations as needed to center coordinators, case workers, and teachers regarding specific children in their care. The consultant may disclose appropriate information on children with parental/guardian written consent to exchange such information.

## **II. BEHAVIOR INTERVENTION SERVICES SHALL CONSIST OF:**

- A. Individual child observations shall be performed with parental/guardian written consent. In addition, consultants may receive appropriate information on children in Head Start & Early Head Start programs so long as the child's parent/guardian gives written permission to exchange such information.
- B. Assisting with developing, documenting, modeling, and monitoring behavior intervention plans designed to improve the behavior of children, and adjusting interventions, as needed.
- C. Collaborating with mental health professionals, staff, parent(s), to discuss concerns and proposed plan of action.
- D. Assisting and providing one-on-one intervention support for children who are displaying atypical behavior patterns. Model and demonstrate strategies of the intervention plan designed for implementation by the teaching team.
- E. Conducting appropriate follow-up on children suspected of needing mental health services to discuss student's progress and to aid in determining the need for an evaluation and/or mental health assessment. Facilitating a referral shall be a collaborative team effort to include the center coordinator, parents, teaching team, case workers, and other pertinent persons as deemed necessary by the Head Start & Early Head Start programs. In addition, Consultant shall assist in conducting assessments and/or gathering data to support making referrals for evaluation to the appropriate agencies.

## **OTHER REQUIREMENTS OF CONSULTANTS SHALL CONSIST OF:**

- A. Utilizing the programs' standard forms and/or management software to submit written reports of services rendered, screenings, and observations (classrooms and individual children) per the program policy. In some cases, reports indicating the violation of the program's health and safety guidelines must be submitted immediately after consultation (via phone, email, etc.).

- B. Coordinating and providing services during various service options (via in-person, virtual, etc.) in the event of emergency school closings, for an extended period.
- C. Participating in planned parent and staff meetings and/or one-on-one sessions to provide training and resources to increase their knowledge and skills in working with children with atypical behavior, other mental health related concerns, and topics requested by parents or staff at centers in that cluster. In addition, consultants shall provide Head Start with a list of training topics that match the expertise of the provider. The training topics will be shared with the parents to give them a choice of subjects for their individualized training. Some training will be done during regularly scheduled parent meetings or at a more convenient time for parents. To assess the effectiveness of the training and resources provided, the consultant will include a questions-and-answer session at the end of the training. Consultant shall obtain parent meeting schedule from the center coordinator/designee.
- D. Consultant working with parents and teachers to assist in developing positive strategies to reinforce appropriate behaviors and gathering resources to create nurturing and structured environments in school and home.
- E. Rescheduling any mental health services that could not be provided on the regularly scheduled day at a time convenient for Head Start & Early Head Start programs. The programs follow the inclement weather schedule of the local school district in specific areas. Therefore, the consultant is responsible for following the local weather forecast for school closings.
- F. The programs reserve the right to request consultation meetings, with these meetings being included in the consultation time contracted for and as agreed.
- G. Services must be authorized and approved by the Head Start director or mental health liaison. However, additional services may be requested should additional funds become available. A statement of services rendered must be provided upon completion of services.
- H. Coordinating with and providing a schedule of center visits to disabilities/mental health liaison.
- I. Serving on the Health Advisory Committee and/or Education Advisory Committee to assist in reviewing program services and revising the programs' policies during the planning meetings, as appropriate and when available.
- J. Compliance with policies and procedures of GLEAMNS, the South Carolina Department of Mental Health, the Family Education Rights and Privacy Act (FERPA), the South Carolina Department of Labor, Licensing, and Regulation, and other applicable local, state, and federal laws and regulations.
- K. Submitting weekly and/or monthly written reports of ongoing classroom and individual child observations, training, resources, and consultations provided to parents and staff.
- L. Submitting a statement detailing services rendered and an invoice within thirty (30) calendar days after the dates of services.
- M. Submitting to federal and state background checks of personal identifiable information.
- N. Submitting verification of current SC Driver's License and professional licensure.
- O. Being liable for and paying all taxes required by local, state, or federal government, including but not limited to, social security, worker's compensation, and employment

security, as required by law. No employee benefits of any kind shall be paid by GLEAMNS to or for the benefit of the consultant by reason of this contract.

- P. Securing and maintaining liability insurance.

#### **REQUIREMENTS OF GLEAMNS SHALL CONSIST OF:**

- A. Providing orientation of programs' requirements and expectations.
- B. Being responsible for coordinating and/or providing training to parents on responding appropriately to their child's behavior.
- C. Assisting in obtaining required signatures for consent to obtain, release, share, and use information for the purpose of providing services to children and families.
- D. Ensuring access to Head Start & Early Head Start staff for the purpose of sharing information, planning programs, and other collaborative activities.
- E. Coordinating regular meetings to discuss case and program consultations (via Zoom, phone conference, and/or face-to-face).
- F. Being responsible for providing adequate space for consultations, if appropriate.
- G. Providing calendar of programs' operational hours, dates children will not be in school, and will contact consultant of any other times emergencies arise.
- H. Obtaining evaluations from center coordinators or his/her designees at the end of program year.
- I. Pay consultant's invoices within fifteen (15) days of receipt, pending receipt of all documents from all parties involved.
- J. Paying the standard prevailing IRS mileage rate, currently 65.5 per mile for 2023.
- K. Granting permission to consultant to disclose to others that he/she is providing mental health consultation services to GLEAMNS' Head Start & Early Head Start programs.

#### **QUALIFICATIONS OF CONSULTANTS**

GLEAMNS desires consultation from licensed mental health professionals with formal preparation in children's mental health and experience working with young children and their families, based on the following:

##### **A. KNOWLEDGE**

- 1. Child development
- 2. Underlying concepts of social and emotional development
- 3. Screening, assessment, and clinical indicators
- 4. Evidence-based strategies for mental health promotion, prevention, and intervention
- 5. Community resources
- 6. Family systems

##### **B. SKILLS**

- 1. Observation
- 2. Listening and interviewing
- 3. Working with families and staff – building collaborative relationships
- 4. Reflection
- 5. Modeling

6. Cultural competence

**C. ATTRIBUTES**

1. Warmth
2. Empathy
3. Respect
4. Reflection

**Qualification packages must include the following:**

1. Letter of interest
2. Location of office, including principal place of business
3. Resume and range of similar services during last five (5) years, to include education, training, experience, licensing, and at least three references.
4. Hourly rate of pay.
5. Any other information consultant feels would be helpful toward being considered for award as a mental health consultant.

**EVALUATIONS**

An evaluation committee will be formed to review all qualification packages received from interested mental health consultants. Once all qualification packages have been reviewed, the evaluation committee will form a list of qualified consultants eligible for an award, and interview, if necessary. This list of eligible consultants will be given to the Purchasing Department who will contact references of these consultants and have them to complete a questionnaire. The questionnaire will contain specific questions relevant to the services they have received from the consultant. Questionnaire results will then be submitted to the evaluation committee. If necessary, the committee will contact the consultants to discuss and negotiate fees for required services. After careful consideration, the evaluation committee will then select the consultants they feel to be the most responsive and responsible in the best interest of GLEAMNS.

**FACTORS FOR AWARD**

Factors that will be used to form list of eligible consultants, and for interviews, if necessary, are:

- Education
- Training
- Experience
- Cost

Factor that will be used to determine award from eligibility list is:

- References

**DEADLINE FOR PACKAGES**

Deadline for qualification packages is September 20, 2023, 4:00pm EST.

**INTERVIEWS OF FINALISTS**

To be conducted by the evaluation committee on or about October 4, 2023, if necessary.

**AWARD**

Selected mental health consultants to be announced on or about October 11, 2023.