

# GLEAMNS HUMAN RESOURCES COMMISSION

August 26, 2021

## REQUEST FOR QUALIFICATIONS

### COUNTIES SERVED

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

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

**SOLICITATION NUMBER: QU03-10-21**

**PACKAGE DUE DATE & TIME: SEPTEMBER 16, 2021, 4:00PM EST**

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

*Email*

[cvaughn@gleamnshrc.org](mailto:cvaughn@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: QU03-10-21**

**FOR QUESTIONS TO THIS SOLICITATION, CONTACT CHARLES VAUGHN @  
[cvaughn@gleamnshrc.org](mailto:cvaughn@gleamnshrc.org) OR 864/229-8806.**

### **Executive Offices**

237 North Hospital Street, Greenwood, SC 29646 • PO Box 1326, Greenwood, SC 29648  
(864) 223-8434 • Fax (864) 223-9456  
[www.gleamnshrc.org](http://www.gleamnshrc.org)

## GENERAL INFORMATION

GLEAMNS Human Resources Commission, heretofore known as GLEAMNS, invites you to submit a **Qualifications 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 qualifications 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 early mental health consultation 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 in children of low income families. Services shall include capacity building for staff and family members, and classroom observation and behavioral intervention, to prevent, identify, refer for treatment, and reduce the impact of mental health problems among children and their families. 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.

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, McCormick, Saluda, and Laurens); 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 by the following categories:

**I. CLASSROOM OBSERVATION**

- A. Normally, once yearly within the first 45 days of the 1<sup>st</sup> day of school. Identified classroom changes may result in two (2) yearly classroom observations. The focus shall be on adult-child interaction, general classroom atmosphere, and classroom management. The consultant shall meet with the center's center coordinator/designee to make recommendations, following the observation, as appropriate.
- B. Consultation with staff and parents regarding children with challenging behavior. Individual observations are permitted with written parental consent.
- C. Identification of children with social and emotional problems. This will involve classroom or individual child observation, staff and parent consultations, reviewing child's confidential file for noted concerns, and referral for evaluation and follow-up. In addition, the consultant will guide the development, implementation, and revision of Behavior Intervention Plans and other collaborative activities through written recommendations for classroom and home using the programs' consultation forms to document plan.
- D. Provide consultation as needed with center coordinator, case worker, and teachers regarding specific children in their care. The consultant may disclose appropriate information on children who are in the programs with parental/guardian written consent to exchange such information.

**II. BEHAVIOR INTERVENTION**

- A. Will meet with center coordinator and/or disabilities/mental health liaison as needed to follow-up on concerns of children who may be at risk of needing mental health services.
- B. Assist with providing one-on-one intervention support for children who are displaying atypical behavior patterns and identified as having emotional adjustment problems. Individual observations will be performed with parental/guardian consent.
- C. Provide support to families and staff and assist in determining whether there is a need for making a referral to other agencies.

- D. Meet with mental health professional, staff, parent(s), and other pertinent persons as deemed necessary by the Head Start & Early Head Start programs. Consultant 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.
- E. Be responsible for providing resources and training to parents and staff on atypical behavior and other related topics.
- F. Attend two (2) program planning meetings to provide input for Disabilities/Mental Health services.
- G. 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.
- H. Work indirectly with and through staff and providers. By working in collaboration with staff and providers and building their capacity to problem solve and change practices, consultant shall influence the experience of and outcomes for an individual child, family, staff member, and programs.
- I. Because many aspects of early childhood practices are influenced by the culture of the child and family, interventionist 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.

#### **OTHER REQUIREMENTS OF CONSULTANTS**

- A. Utilize the standard programs' forms, and/or management software, to submit written reports of services rendered, screenings, and observations of individual children within one (1) week after observations. In some cases, reports may need to be submitted immediately after consultation.
- B. Aid in planning, assisting, and providing training to parents and staff for mental health related concerns that may arise during the year.
- C. Serve on the Health Advisory Committee and assist in planning and reviewing the programs' policies during the two annual meetings, as appropriate and when available. Consultant will be reimbursed for mileage at the standard prevailing IRS per diem mileage rate for in-person meetings.
- D. Coordinate and provide services during various service options (via in-person, virtual, etc.) in the event of emergency school closings, for an extended period of time.
- E. Participate in a minimum of two (2) scheduled parent meetings per year to provide training on a subject requested by the majority of the parents in that cluster. The training will be done during regularly scheduled parent meetings. Training will include a question and answer session at the end of the training. Parent meeting schedule will be provided to consultant. Consultant shall provide Head Start staff with a list of training regarding mental health issues that will match the expertise of the provider. The list will be shared with the parents to give them a choice of subjects for their individualized training.



- F. Aid in determining the need for an evaluation and assist in either starting the evaluation process or making referrals to the appropriate agencies.
- 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. Consultant and GLEAMNS shall comply with Head Start Performance Standards, GLEAMNS and South Carolina Department of Mental Health Division Policies and Procedures, Family Education Rights and Privacy Act (FERPA), and other applicable local, state, and federal laws and regulations.
- I. Consultant and GLEAMNS will be responsible for securing and maintaining liability insurance.
- J. Consultant will reschedule, at a time convenient for Head Start & Early Head Start, any mental health services that could not be provided on the scheduled day. The programs follow the inclement weather schedule of the local school district in the specific areas. Therefore, the consultant is responsible for following local weather stations of school closings.
- K. The programs reserve the right to request consultation meetings, with these meetings being included in the consultation time contracted for and as agreed.
- L. Submit monthly written reports of ongoing classroom, individual child observations, and consultation with staff.
- M. Submit to federal and state background checks of personal identifiable information.
- N. Submit verification of current SC Driver's License and professional licensure.
- O. Submit a statement detailing services rendered and an invoice within thirty (30) calendar days of date of services.
- P. Shall be liable for and pay 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.

## **REQUIREMENTS OF GLEAMNS**

- A. Provide orientation of programs' requirements and expectations.
- B. Grant permission to consultant to disclose to others that he/she is providing mental health consultation services to GLEAMNS' Head Start & Early Head Start programs.
- C. Will be responsible for providing adequate space for consultations, if appropriate.
- D. Will assist in obtaining required signatures for consent to obtain, release, share, and use information for the purpose of providing services to children and families.
- E. Will be responsible for providing training to parents on responding appropriately to their child's behavior.
- F. Will ensure access to Head Start & Early Head Start staff for the purpose of sharing information, planning programs, and other collaborative activities.
- G. Will provide calendar of programs' operational hours, dates children will not be in school, and will contact consultant of any other times emergencies arise.
- H. Will coordinate regular meetings via Zoom, phone conference, and/or face-to-face, to discuss case and program consultations.

- I. Will obtain evaluations from center coordinators or his/her designees at end of program year.
- J. Will pay consultant's invoices within fifteen (15) days of receipt, pending receipt of all documents from all parties involved.
- K. Will pay the standard prevailing IRS mileage rate, currently 56¢ per mile for 2021.

## **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

## **Qualifications 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 qualifications packages received from interested mental health consultants. Once all qualifications packages have been reviewed, the evaluation committee will form a list of qualified consultants eligible for award and interview, if necessary. This list of eligible consultants will be given to the Purchasing Dept. 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 by 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 qualifications packages is September 16, 2021, 4:00pm EST.

## **INTERVIEWS OF FINALISTS**

To be conducted by Evaluation Committee on or about September 30, 2021, if necessary.

## **AWARD**

Selected mental health consultants to be announced on or about October 14, 2021.

