

**REQUEST FOR PROPOSAL (RFP)
MENTAL HEALTH CONSULTANT SERVICES
HEAD START PROGRAM**

Issued By:

Opportunities for Williamson and Burnet Counties Head Start Program
604 High Tech Drive
Georgetown, Texas 78626
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Issue Date: 02/26/2025

Proposal Due Date: 03/15/2025

I. INTRODUCTION

Opportunities for Williamson Burnet County Opportunities (referred to as “OWBC” from this point forward) Head Start program invites qualified mental health professionals to submit proposals for consulting services to support the mental health and social-emotional well-being of children, families, and staff in our Head Start program located in Williamson and Burnet Counties. This contract will be ongoing for up to twelve months with the possibility of renewal based on performance and funding availability. Consultants may be selected based on criteria listed below as well as availability and location. More than one consultant may be selected to ensure we provide service to all families and staff.

II. SCOPE OF SERVICES

The selected Mental Health Consultant will provide services in accordance with the **Head Start Performance Standards (45 CFR §1302.45)**, including but not limited to:

A. Classroom Observations & Support

- Conduct **monthly classroom observations** to assess the social-emotional development of children.
- Provide **guidance on behavior management** and trauma-informed care.
- Work with teachers to develop **Individualized Behavior Support Plans** for children as needed.

B. Staff Training & Professional Development

- May be asked to conduct at least **two training sessions per year** on topics such as:
 - Social-emotional learning strategies.

- Identifying early signs of mental health concerns.
- Positive behavior intervention supports (PBIS).
- Self-care and mental health wellness for staff.

C. Family Engagement & Support

- Provide **parent education workshops** on child mental health, stress management, and parenting techniques.
- Offer consultation to families regarding their child's **behavioral or emotional needs**.
- Provide **referrals to community mental health resources** when needed.

D. Crisis Intervention & Trauma-Informed Care

- Assist in **crisis response planning** and intervention for children experiencing trauma or emotional distress.
- Provide **consultation on de-escalation strategies** for challenging behaviors.

E. Compliance & Documentation

- Maintain accurate records of **consultations, referrals, and interventions**.
- Ensure compliance with **Head Start Performance Standards** and applicable state and federal regulations.
- Provide **quarterly reports** on mental health visits for specific students, activities and trends within the program.

III. MINIMUM QUALIFICATIONS

Applicants must meet the following requirements:

- Master's degree or higher in **Psychology, Social Work, Counseling, or a related mental health field**.
- Licensed or certified to provide mental health services in Texas.
- Experience working with **young children (ages 0-5) and families** in early childhood settings.
- Knowledge of **Head Start Performance Standards** and **IDEA (Individuals with Disabilities Education Act)**.
- Strong ability to train and support staff on mental health and behavior management strategies.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Interested applicants must submit the following:

1. **Cover Letter** – A brief summary of the consultant’s qualifications and experience.
2. **Resume or Curriculum Vitae (CV)** – Detailing relevant education, licenses, and work experience.
3. **Proposal Narrative (3-5 pages)**
 - Approach to providing mental health consultation.
 - Plan for classroom observations and staff training.
 - Strategies for working with families and community partners.
4. **References** – Three (3) professional references from organizations where similar work has been completed.
5. **Cost Proposal** –
 - Hourly rate for consultation services.
 - Cost per classroom observation.
 - Cost per staff training session.
 - Additional costs, if applicable.

V. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Relevant Experience & Qualifications	30%
Understanding of Head Start Performance Standards	20%
Approach to Mental Health Consultation	20%
Cost Proposal	20%
References & Past Performance	10%

VI. SUBMISSION DEADLINE & CONTACT INFORMATION

Submission Deadline: March 15, 2025

Submit Proposal To: lsamford@owbc-tx.org

Point of Contact: Lynore Samford, Program Director Head Start

For questions regarding this RFP, contact **Lynore Samford** at **lsamford@owbc-tx.org**.

VII. CONTRACT TERMS

- The contract will be for up to 12 months as funding allows, with the option for renewal.
- Payment will be based on an **hourly rate** and deliverables outlined in the proposal.

- The selected consultant must pass a **background check** in compliance with Head Start regulations.

OWBC Head Start reserves the right to reject any or all proposals, to waive any informalities, and to accept the proposal deemed to be in the best interest of the program.