

**NEIGHBORS IN NEED OF SERVICES, INC.  
HEAD START/EARLY HEAD START PROGRAM**



**Bid Packet for  
Health/Mental Health  
FY 2017/2018  
# 17-RFP-004**

**Neighbors In Need of Services, Inc. Head Start/Early Head Start  
Invitation to Bid**

**Bid Number# 17-RFP-004**

**Bid Title: Mental Health**

**Date Due: September 13, 2017**

**Due No Later Than: 4:00 p.m.**

NINOS Inc. Head Start / Early Head Start Program is a private non-profit organization. NINOS Inc. Head Start / Early Head Start Programs provide services to low income families for children from birth to five years of age. The agency is funded to serve 2,914 children throughout Cameron and Willacy Counties.

The agency is currently seeking bids for bilingual (Spanish/English) consultants for the 2017-2018 fiscal year for the following services to be provided for 2,914 children in Cameron and Willacy Counties in 52 sites:

- Mental Health Professional to provide classroom observations for both Preschool (3 to 5 years of age) and Toddler (18 months to 2 years 11 months of age). Individual observations for Infants (0 to 17 months of age) will be on an as needed basis only. All reports will be submitted in writing, and parent/staff training, and consultation services for both the Preschool and Infant/Toddler will be on an as needed basis only.

**CLOSING SUBMISSION DATE & PUBLIC OPENING**

Please submit the following information in a sealed envelope by 4:00 p.m. on September 13, 2017. Bid opening will be held on September 14, 2017 at 9:00 a.m. at NINOS Administration office located at 22887 State Hwy 345 in Rio Hondo, TX 78583

**INQUIRIES**

For further information please contact Ruben Garcia, Procurement Officer at (956) 399-9944 ext 322 or email at [ruben.garcia@ninosinc.org](mailto:ruben.garcia@ninosinc.org).

**NON-DISCRIMINATION & EQUAL OPPORTUNITY**

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

**NON-RESPONSIVE PROPOSALS**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this proposal.
2. The proposal does not follow the specified format.
3. The proposal does not include documentation of accompanying credentials.
4. The proposal is not sealed.
5. The proposal is not delivered to Administrative Office, Attn: Lina Garza

### **REVIEW PROCESS**

NINOS Inc. reserves the right to reject any or all proposals submitted and contemplates award of the contract to the most reasonable offer or the most advantageous bid.

**PLEASE NOTE: If selected, the consultant will be subject to a Criminal Record Check and finger printing at their own expense.**

**NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START  
INSTRUCTIONS**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the NINOS, Inc. web site at [www.ninosinc.org](http://www.ninosinc.org).

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

**RETURN BID TO:**

Delivered to the administration office: By Delivery Services  
Attn: Lina Garza  
22887 State Hwy 345  
Rio Hondo, TX 78583

Mailed to: By USPS  
Attn: Lina Garza  
PO BOX 189  
Rio Hondo, TX 78583

**You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Your signature attests to your offer to provide the goods and/or services in this bid according to the published provision of this bid.)

## **"Attachment A"**

### **Bid Specification for Mental Health**

#### **I. Please submit copies of items listed below in chronological order.**

**Items listed below are required for consideration:**

- **Cover letter/letter of interest**
  - **Resume**
  - **License (must be current)**
  - **Liability insurance (must be current)**
  - **Proof of Medicaid providership**
  - **Early childhood/counseling experience**
  - **List of assessment instruments**
  - **Philosophy of classroom discipline for 3, 4 and 5 year olds**
  - **Philosophy of the social/emotional development of Infants and classroom guidance for Toddlers.**
  - **Rates: Evaluations, individual therapy, group therapy, training, counseling sessions, observations, consultation services, etc.**
- Current TB test (Tests not to have been performed more than one year ago)**

#### **Service Delivery**

**NINOS, Inc. serves Cameron & Willacy Counties. If not able to provide services in both counties; please specify the area you are able to serve.**

**NINOS, Inc. serves 2,914 children. Please specify if able to provide services to all children referred by NINOS, Inc. Head Start.**

## Evaluation

Evaluation of each proposal will be based on the following criteria:

| <b>Factor</b>  | <b>Point</b> |
|--|--------------|
| a. Copy of current state license                                 | 0-05         |
| b. Current professional liability insurance                      | 0-05         |
| c. Proof of Medicaid provider ship                               | 0-05         |
| d. Experience in Early Childhood counseling                      | 0-10         |
| e. List of assessment instruments                                | 0-05         |
| f. Philosophy of classroom discipline<br>for 3.4 and 5 year olds | 0-10         |
| g. Philosophy of infant Mental<br>Health Development             | 0-10         |
| h. Rates:  |              |
| a) Center evaluations  |              |
| b) individual therapy  |              |
| c) group therapy   |              |
| d) trainings   |              |
| e) counseling sessions   |              |
| f) observations  |              |
| g) one to one consultation services                              |              |
| h) other related services  | 0-50         |
| <b>Maximum Points</b>  | <b>100</b>   |

## **"Attachment C"**

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.