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Dr. Marvin Ali  
Interim Management

**INSTRUCTIONS & CONDITIONS**  
for  
**MENTAL HEALTH COUNSULTATION SERVICES**  
for  
**LOS ANGELES URBAN LEAGUE**  
**HEAD START AND STATE PRESCHOOL**

NOTICE IS HEREBY GIVEN that the Los Angeles Urban League (LAUL) Head Start and State Preschool, Los Angeles, California, hereinafter referred to as LAUL, will receive up to, but no later than **3:00PM, Thursday, July 24th, 2008** sealed proposals for the award of a contract for:

MENTAL HEALTH COUNSULTATION SERVICES

Proposals shall be received in the Procurement Office at LAUL Head Start Office located at:

LAUL Head Start and State Preschool  
Attn: Procurement, Mental Health Contract  
**Dr. Marvin Ali**  
7226 S. Figueroa Street,  
Los Angeles, CA 90003.

LAUL reserves the right to reject any or all proposals and to waive any informality in the proposal process.

**CONTACT**

Any program questions regarding this proposal should be directed to Dr. Marvin Ali, Head Start Program Interim Management, at (916) 230-9990 or Mrs. Judith Bean, Mental Health Coordinator at (323) 753-2401.

Any administrative questions regarding this proposal should be directed to the Procurement Officer, Mr. LeJohn Nall at (323) 753-2401.

**PREPARATION OF PROPOSAL**

LAUL is requesting **five (5) copies** of the proposals be submitted. All proposals submitted must be in **sealed envelopes** bearing on the outside the name of the bidder, the address, and the name of the project for which the proposal is submitted. It is the sole responsibility of the bidder to see that the proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

### SIGNING OF PROPOSALS

The signature of all persons signing shall be in longhand and executed by principal duly authorized to make contracts. The bidder's legal name shall be fully stated. Obligations assumed by such signature must be fulfilled.

### QUALIFICATIONS

All consultants will be required to furnish evidence of technical ability, experience working with infants, toddlers, and preschoolers of low income families with multi-ethnic backgrounds, financial responsibility, all required professional licenses and or certificates as mandated by the Head Start Federal Performance Standards. Services will be provided by a licensed mental health clinician (Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Child Psychiatrist or Licensed Clinical Psychologist) as mandated by the Head Start Performance Standards.

### **Head Start Performance Standard 1304.52 Human Resources Management (b) (4)**

Mental health services must be supported by consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families. Program consultants must be familiar with the ethnic background and heritage of families in the program.

All Consultants will be required to sign the Head Start Standard of Conduct form and abide to all confidentiality program policies.

No proposal will be accepted from, or a contract awarded to, any party or firm in arrears to LAUL, or who is a defaulter as surety, contractor or otherwise within the past twelve (12) months.

### ALTERATION OR VARIATION OF TERMS

It is mutually understood and agreed that no alteration or variation of the terms of this proposal or purchase order shall be valid unless made or confirmed in writing and signed by the parties hereto, and that no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms hereof unless made or confirmed in writing between the parties hereto shall be binding on any of the parties hereto.

### ASSIGNABILITY

A contract is not assignable by Consultant either in whole or in part. The contract shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assignees of the respective parties hereto.

### COMPLIANCE WITH STATUTE

Consultant hereby warrants that all applicable Federal and State statutes and regulations and/or local ordinances will be complied with in connection with the delivery of the services offered.

### PROPOSAL RESULTS

Proposal results are available for inspection in the Procurement Office, LAUL-Head Start and State Preschool 7226 S. Figueroa Street, Los Angeles, CA 90003 upon execution of contract to the successful company.

### PRICE, TERMS, AND CONDITIONS

Price, terms, and conditions of this proposal are considered valid for sixty (60) days, from date of proposal opening, unless the offering party in writing allows for a longer period of time.

### MODIFICATIONS

Changes in or additions to the Proposal Form, recapitulations of the work bid upon alternative proposals, or any other modifications of the Proposal Form which is not specifically called for in the contract documents may result in the rejection of the proposal as not being responsive to the Proposal. No oral or telephonic modification of any proposal submitted will be considered, and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the bidder was placed in the mail prior to the proposal opening.

### ERASURES

The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the initials of the persons signing the proposal.

### WITHDRAWAL OF PROPOSALS

Bidders may withdraw their proposal either personally, by written request, or by telegraphic request confirmed in the manner specified above at any time prior to the scheduled closing time for receipt of proposals.

### EVIDENCE OF RESPONSIBILITY

Upon the request of LAUL, a bidder whose proposal is under consideration for award may be required to submit promptly to the LAUL's satisfaction evidence showing the bidder's professional licenses or certificates, financial resources, experience, and organization for the performance of the contract.

### LISTING SUBCONTRACTORS

Each bidder shall include with the sealed proposal a list of the proposed subcontractors on this project as required by the Subletting and Subcontracting Fair Practices Act (Gov. Code Sec. 4100 and following). Forms for this purpose are furnished with the contract documents.

A subcontractor is defined as any party that works under the contractual obligation under the bidder by implementing any part of the said contract. **Subcontractors are subject to similar licensure requirements.** An exception to this rule would be a professional who is license eligible as defined by the State of California, Board of Behavioral Sciences (BBS). A license eligible individual must be registered with the BBS and provide evidence of supervision. A license eligible individual may be considered as a subcontractor for a licensed mental health professional who is a bidder in this contract.

#### WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the Labor Code, contractor shall secure the payment of compensation to employees. Contractor shall sign and file with LAUL-Head Start the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." The certificate is included herein.

#### AFFIRMATIVE ACTION

1. The bidder shall comply with LAUL Affirmative Action Employment Program (a copy of the section attached hereto).
3. The bidder shall sign the enclosed "Certification of Nondiscrimination by Supplier" form and submit it with the proposal.

#### BIDDING QUESTIONNAIRE

If you decide not to submit a proposal, please return the "Bidding Questionnaire" indicating the reason why. Failure to respond may result in your company being removed from our bid list.

#### INSURANCE REQUIREMENTS

Contractor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain:

1. Public Liability Insurance for injuries including accidental death to any one person in an amount not less than \$1,000,000;
2. Subject to the same limit for each person on account of one accident, in an amount not less than \$1,000,000;
3. Property Damage Insurance in an amount not less than \$500,000;
4. Worker's Compensation Insurance in an amount adequate to cover all employees;

5. Professional Liability Insurance (errors and omissions) in an amount not less than \$1,000,000;
6. Automotive and truck where operated in amounts as above.

PROOF OF CARRIAGE OF INSURANCE

Company shall not commence work nor shall company allow any subcontractor to commence work under this contract until all required insurance and certificates have been delivered in duplicate to and approved by LAUL:

1. Certificates and insurance policies shall include the following clause:

"This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice have been mailed to LAUL-Head Start stating date of cancellation or reduction may not be less than ten (10) days after date of mailing notice."

2. Certificate of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date and cancellation and reduction notice.

COUNTY OFFICE OF EDUCATION RIGHTS AND OPTIONS

LAUL Head Start and Sate Preschool reserves the right to postpone selection for its own convenience, to withdraw this Request for Proposals at any time, and to reject any and all proposals without indicating any reason for rejection; or to negotiate with any, all, or none of the respondents to the Request for Bid Proposal. This Request for Bid Proposal does not obligate LAUL Head Start and State Preschool to negotiate a contract. Proposals will not be returned. No compensation shall be paid for any work related to preparation of any proposals.

**SERVICE REQUIREMENTS**  
for  
**MENTAL HEALTH COUNSULTATION SERVICES**  
for  
**LOS ANGELES URBAN LEAGUE**  
**HEAD START AND STATE PRESCHOOL**

**INTRODUCTION**

LAUL Head Start and State Preschool is inviting interested organizations to demonstrate their ability to provide support for the Los Angeles Urban League's Head Start and State Preschool program in the area of professional mental health consultation services.

LAUL Head Start and State Preschool serves 1878 children and families in 34 sites located in East, Central, and South Central Los Angeles including High Park area. The 34 sites reflects 77 Classrooms each with a Teacher and a Teacher's Assistant. For program year 2007-08, approximately 7% of the enrolled children were referred for mental health related services which resulted in 6% of the children receiving interventions. For a detailed map of the sites, please refer to google map:

<http://maps.google.com/maps/ms?ie=UTF8&hl=en&om=0&msa=0&msid=117809663185946578088.00044486760c41c046fe2&ll=34.002581,-118.259583&spn=0.383095,0.484085&z=11>

This contract is for mental health related consultation and direct services to program staff, children and families in the Head Start and State Preschool programs located in 34 sites in Los Angeles County.

For more information regarding Urban League Head Start and State Preschool, please visit our website at [www.laul.org](http://www.laul.org) as well as The Office of Head Start at <http://www.acf.hhs.gov/programs/ohs/>

**CONTRACT TERM**

The term of this contract shall be from September 1<sup>st</sup>, 2008 through June 30, 2009 with one year extension options for two (2) more years.

**SCOPE OF WORK:**

Mental Health professional will conduct mental health consultation services in accordance with the Head Start Performance Standards, in conjunction with Head Start procedures and policies. The consultant will use an approach that is consistent with LAUL's Head Start and State Preschool philosophy and best practices.

The following are a sample of work to be completed by the Mental Health Consultant:

1. Assist in the program's mental health activities for the year. This includes:
  - Pre-service and In-service training of teachers and staff
  - Consult with classroom and education staff
  - Work with parents in reference to mental health issues
  - Assist in the development of mental health program service area plan
  - Screening, evaluation, and recommendations for intervention for children with special needs
    - i. Follow-up on Social Emotional Screening tools (ASQ-SE) and provide insight and guidance to program staff for next steps for follow-ups.
2. Assists in providing training that include such topics as:
  - Child development; emotional and behavior problems; discipline; parenting; observations and screening techniques; stress management, case study skills, case management; methods in meeting the assessed needs of the child and other trainings as identified by the parent survey.
3. Periodically observe children and consult with teachers, assistant teachers and appropriate staff.
  - Any recommendation that require implementation are discussed and followed up in concomitance with the mental health, health education, and social service coordinators/managers and parent.
  - Have a regular schedule of visits for the classroom, at a minimum one visit per month classroom/center
4. Assists in providing strategies for children with atypical behavior, cognitive, developmental and emotional features. Follow up on all mental health referrals within the timeframe identified by the policy.
  - All children found to need further evaluation after the general observation and screening, are then observed and tested by the mental health Consultant.
    - i. Mental Health Consultant may provide direct services in the classrooms to those children that have been identified by the evaluation for intervention.
    - ii. For those children that the Mental Health Consultant is providing interventions, s/he must consult with the teaching staff, related coordinators and parents periodically to provide updates of treatment and have an ongoing communication for continued care.

5. Assist Program Coordinators in orienting parents and work with them to achieve the goals and objectives of the Mental Health Program.
  - The consultant is available to make presentations and provide workshops to parents on topics of their interests coupled with topics identified in the performance standards and as identified by the programs self assessment or community assessment.
6. Takes appropriate steps in conjunction with Mental Health, Disability, Health and Education Coordinators to refer children for diagnostic examination to confirm that their emotional or behavior problems do not have physical basis. The parent or guardian of the child is approached and advised to seek further examination if there is a suspicion of medical basis for the child's specific problems.
7. Takes special attention to pertinent medical and family history of each child.
8. Serve on the Health Advisory Committee.
9. Provide crises intervention as needed.
10. Provide progress notes for all child and parent contact, collateral follow up and classroom observations to the Mental Health Coordinator.
11. Serve on Disability Mental Health Consortium
12. Attend Child Study Team Meetings as needed
13. Attend Head Start developed IEP meetings as needed
14. The consultant will provide to the Mental Health Coordinator minutes of each quarterly meetings, descriptions of each classroom visit and documentation of each coordinator consultation and recommendations for purposes of documentation and follow-up. The consultant will meet monthly with the Mental Health Services Coordinator to ensure that appropriate follow up and services are provided.
15. Internship Program Development – In order to increase the number of hours that a mental health professional is available in each individual classroom for the 2008-2009 school year, the mental health consultant will work with the Mental Health Coordinator to develop an internship program in conjunction with local graduate schools to begin providing consultation with classrooms and teachers no later than Fall 2008. The consultant will provide draft contracts, procedures and policies for the intern program that are consistent with the Head Start Federal Performance Standards as well as training and supervision for the interns.
16. Advises in the utilization of community resources and referrals.
17. Other duties as assigned by Executive Director and or Mental Health Services Coordinator/Manager.

All of these services are to be provided to LAUL Head Start and State Preschool staff and children and families in Los Angeles County.

### SERVICE REQUIREMENT

Contractor will provide professional mental health counseling, training, and consultative services to the above mentioned. Services will be provided by a licensed mental health clinician (clinical social worker, marriage and family therapist, child psychiatrist or clinical psychologist) as mandated by the Head Start Performance Standards.

#### **Performance Standard 45CFR 1304.20 Child Health and Development (b)(2)**

Grantee must obtain direct guidance from a mental health or child development professional on how to use the findings to address identified needs.

#### **Head Start Performance Standard 1304.24 Child Mental Health (3)**

Mental health program services must include a regular schedule of onsite mental health consultation involving a mental health professional on how to

- (i) Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children.
- (ii) Promote children's mental wellness by providing group and individual staff on mental health issues.
- (iii) Assist in providing special help for children with atypical behavior or development.

### PROVIDER DUTIES

Provider shall be responsible for the following mental health and support services. Services shall be made available as determined jointly by LAUL and the consultant. The consultant will schedule and coordinate the provision of all services with the Head Start management staff and administration:

- (1) Best Practice, Strength Based, Evidence-based skill development
- (2) Crisis intervention;
- (3) Consultation and training to Head Start Program administration and staff;

Services shall be limited to the business hours of operation, unless otherwise approved by Provider.

## **GENERAL REQUIREMENTS**

### **Description of Organization's Qualifications**

The successful bidder will ensure that material is included on the following topics: the organization's philosophy and mission; its structure and affiliations; its experience in providing research, analysis, technical assistance and advocacy services;

The successful bidder will identify the organization's current services, activities, and clients as they relate to similar programs;

The successful bidder will identify existing staff, computer capability, and other applicable resources that could be utilized;

The successful bidder will describe a plan consistent with services defined in the "Scope of Work" section.

## **PROPOSAL RESPONSE REQUIREMENTS**

Proposal responses must contain these parts in this order:

<b>1. A detailed budget, including hourly fees, total budget, line items for services including total cost projection;</b>
<b>2. A proposed timeline/work schedule for providing these services that includes intermediary steps, estimated number of hours, and periodic reports detailing hours devoted to the function;</b>
<b>3. A list of key personnel who would be associated with the project, copies of their resumes, and identification of the person with primary responsibility for initiating and maintaining the called for services;</b>
<b>4. Copies of all professional licenses including insurance</b>
<b>5. A history, or "track record," of similar services provided to clients, with client references;</b>
<b>6. Additional required forms and assurance (Attachments A through E);</b>
<b>7. Signature of legal owner or authorized official of the firm;</b>
<b>8. Any other relevant information.</b>

AWARD PROCESS

All qualifying finalists will be interviewed between 1:00PM and 4:00PM on Tuesday, August 12, 2008 at LAUL Head Start administrative offices located at 7226 S. Figueroa Street. Please keep this time and date open on your calendar. Mental Health, Health, Disability Coordinator along with Administrative managers will participate in these interviews.

Successful candidates may be interviewed by LAUL Head Start and State Preschool Director on Tuesday August, 19<sup>th</sup>, 2008, sometime between 9:00AM and Noon or at a date and time as mutually agreed upon.