

ADULT MENTAL HEALTH CONSULTANT – RFP

Community Services of Northeast Texas Inc.

P.O. Box 427

Linden, TX 75563

Phone (903) 756-5596 Ext. 215/Fax: (903) 756-3254

RFP ID: AdultMHConsultant – 2024/2025

Prepared by: Shirley Baker

Request for Proposal

Adult Mental Health Consultant

Linden, Texas

PROPOSAL SUBMISSION DEADLINE: By COB July 24, 2024

Please submit your proposals in writing to:

Name: Shirley Baker, Disability/Mental Health Specialist

Phone: (903) 756-5596 Ext. 215 or (430) 218-8215

Fax: (903) 756-3254

Email: Shirley.Baker@csntexas.org

Project Objective

The objective and goal for this project is to provide adult mental health consultant services that include training for Agency Staff, presentations for parent meetings, and providing adult mental health referrals and available resources within the Agency Service Area.

Project Scope and Specifications

The Project Scope and Specifications are:

- One year contract to be renewed, as applicable
- Staff trainings (a minimum of (2) per year, more as needed)
- Parent Meeting presentations on Mental Health Wellness (a minimum of (2) per year Fall/Spring at (9) locations in Bowie, Camp, Cass, and Marion Counties)
- Mileage reimbursement for travel to Agency locations
- Hourly Rate – Referrals

- Hourly Rate – assisting Agency Staff in creating Mental Health resource guide for Agency Service Area
- Amount of Non-Federal Share donated

Questions may be submitted in written form to:

Name: Shirley Baker, Disability/Mental Health Specialist

Phone: (903) 756-5596 Ext. 215 or (430) 218-8215

Fax: (903) 756-3254

Email: Shirley.Baker@csntexas.org

Introduction

Community Services of Northeast Texas Inc. invites and welcomes proposals for an Adult Mental Health Consultant. All entities meeting the specifications and qualifications for this RFP are welcome to submit their proposal. Please read all the proposal requirements and specifications carefully. All proposals submitted for consideration must be received by the time specified. Faxed or Emailed proposals will be accepted as written proposals.

Project Locations

The project locations associated with the RFP are:

1. Agency Administrative Office, 115 S. Kaufman Street, Linden, TX 75563
2. Mt. Pleasant CS Office, 1506 W. Ferguson Road, Mt. Pleasant, TX 75455
3. Head Start Management Bldg., 124 N. Main, Linden, TX 75563
4. Atlanta HS Primary, 505 Rabbit Blvd., Atlanta, TX 75551
5. Bloomburg HS Pre-K Academy, 201 W. Cypress, Bloomburg, TX 75556
6. D-LSISD HS West Elementary, 1305 W. Watson Blvd., Daingerfield, TX 75638
7. Hughes Springs Head Start, 903 East 1st Street, Hughes Springs, TX 75656
8. Hughes Springs ISD Pre-K Head Start, 871 Taylor Street, Hughes Springs, TX 75656
9. Naples Head Start, 412 Doc Dodson Blvd., Naples, TX 75568
10. Pittsburg Head Start, 404 Broach Street, Pittsburg, TX 75686
11. Dunbar Education Center Head Start, 2315 W. 10th Street, Texarkana, TX 75503

(If other locations are requested, they must be approved and agreed upon by both the Agency and the Contractor, as applicable)

Bidders should note that any and all work intended to be performed must be performed by a Licensed Counselor listed on the proposal, this information must

be submitted and listed as part of the bid proposal and the proposal must include background materials and required licenses of all contractors or subcontractors – NO EXCEPTIONS. All contractors performing services at Head Start locations must have completed and passed the required Background Check submitted by the Agency.

Proposal Selection Criteria

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given consideration weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in writing (emails and faxes will be accepted)
2. Bidder's ability to deliver the proposed services in the time frame allotted
3. Bidder's ability to meet the qualifications of the proposal and provide the required documentation including passing all background checks
4. Overall cost effectiveness of providing the services listed in the proposal

Proposal Submission Format

All submissions **must be in written format (emails and faxes will be accepted)**

Summary of Submission Information Needed

1. Bidder's Name
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Date of current Bidder's License/Years of Experience
7. Description of Bidder's Company including types of services offered
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business/provide counseling services in Texas (e.g., Copy of License(s))
10. List of personnel that would be providing the services

Proposed Outcomes

- Summary of timeline and work to be completed
- Mileage Reimbursement Rates
- Hourly Rates (Referring Staff, Assisting Staff w/Resources, etc.)

- Cost per Parent Meeting Presentation (minimum of (2) per year per Campus Fall/Spring)
- Cost per Staff Training (minimum of 2 per year)
- Amount of Non-Federal Share per service provided

Scheduled Timeline

Start Date: August 1, 2024

End Date: July 31, 2025

Project Proposal Expectations

Community Services of Northeast Texas Inc. shall award the contract to the proposal that best accommodates the various project requirements. Community Services of Northeast Texas Inc. reserves the right to: (i) award any contract to more than one Bidder, and (ii) refuse any proposal or contract.

Proposed Outcome

Summary of proposed timeline and work to be completed

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.