



BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

Mental Health Wellness Services Project

NISQUALLY INDIAN TRIBE

Prepared By:
Nisqually Tribe Early/Head Start Department
Debbie Lee Community Services
4820 She-Nah-Num Drive
Olympia WA. 98513



REQUEST FOR PROPOSAL
RFP# 2018 – HS001

DATE: January 8, 2018

The Nisqually Early Head Start Department on behalf of the Nisqually Indian Tribe is issuing a Request for Proposal (RFP) for interested Contractors to submit proposals for the Mental Health Wellness services project. Minority and disadvantaged companies are encouraged to submit proposals. Contact information for Deborah S. Lee is phone: 360.456.5221 x 1121 OR siouxlee.debbie@nisqually-nsn.gov

VIABLE CONTRACTORS: To be awarded this project CONTRACTOR, of the winning bid, must be current will all taxes, insurances, bonding and licensing. Failure to comply will result in bid rejection.

SEALED PROPOSALS: Vendors will deliver two applications to the following address either by hand, delivery service or by US postal:

Nisqually Indian Tribe
4820 She-Nah-Num Drive SE
Olympia WA. 98513
Phone: 360-456-5221
Attn: Jill Wall
Financial Services - Contracts

CLOSING DATE FOR SUBMITAL SHALL BE Friday Jan 26, 2018 by 5PM

Proposals received after the above-cited time will be considered a late response and are not acceptable unless waived by the Early/Head Start Director.

- Please mark the envelopes clearly with Sealed RFP Mental Wellness, project # 2018 – HS001
- Questions may be directed to Deborah S. Lee, Director, 360-456-5221 or e-mail at siouxlee.debbie@nisqually-nsn.gov

Thank you for your Interest

Definitions: “Tribe” is Nisqually Indian Tribe
“Bidder” an individual or business submitting a bid to Nisqually Tribe
“Contractor” One who contracts to perform services in accordance with a contract

1. PROPOSAL TERMS

- A. The Nisqually Tribe reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service(s), and other factors in accordance with the Tribal Bidding Procedure policy. The Tribe does not intend to award a Bid fully on the basis of any response made to the proposal; the Tribe reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with the provider whose proposal is deemed to best meet the Tribe’s specifications and needs.
- B. The Tribe reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Tribes to be in the best interests of the Tribe even through not the lowest bid.
- C. The price quotations stated in the bidders proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal headquarters to the mutually agreed-to date Bid.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP maybe adjusted to allow for revisions.
- E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP.

2. SCOPE OF SERVICES

- a. *The Early/Head Start Mental Health Wellness Consultant (EHSMHC) is responsible for providing early childhood mental health consultation support to Early/Head Start children, families and staff. The EHSMHC will provide a broad range of services, including early childhood mental health consultation in the classrooms and through home visits or center visits, training and coaching staff; screening, assessments and referral services; and providing parent trainings. The EHSMHC will also collect data,*



provide assessment notes, maintain records, and support compliance in all facets of Early/Head Start Performance Standards and Tribal regulations.

1. General Classroom Observations, Consultation & Coaching:

- Visit each classroom at least 1x per month
- Provide child development information related to social-emotional development and mental health.
- Provide guidance to staff on selecting, implementing, and interpreting social-emotional screening and tools and findings.
- Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support young children.
- Provide written and oral observations and strengths-based feedback to classroom on an as needed or at least annual basis
- Meet with classroom teams to review classroom observations and develop and implement plans as needed.

2. Staff Training:

- Support, coordinate, and provide staff trainings related to social-emotional and mental health issues at least once per quarter.

3. Programmatic Consultation:

- Serve on the Health Services Advisory Committee
- Participate in the development and implementation of mental health program policy.

4. Parent Training:

- Help coordinate and facilitate at least 3 parent trainings per year.

5. Individualized Child-and-Family-Centered Observations & Consultation:

- Conduct observations and assessments of individual children as assigned or referred for consultation.
- Meet with families to consult on child and family needs and create or follow-up on plans to support needs
- Be available to parents on a regularly scheduled basis once per month
- Be available to parents on an appointment as needed basis.

6. Individual Child Screening, Assessment & Referral:

- Conduct standardized developmental, behavioral, and/or social-emotional screens and assessments for individual children as assigned or referral for consultation
- Provide child and family referral and follow-up as needed.

Qualifications:

- Master's Degree required, in Social Work, Psychology, Counseling, or related field.
- Clinical license.



- Minimum 2 years direct experience in a mental health setting providing prevention services and/or mental health therapy to children and families.
- Certification as Qualified Mental Health Professional, preferred.

Other requirements:

- Must have a valid WA State driver's license
- Maintain a CPR/1st Aid card
- Must pass a criminal history background check including sex offender registry
- Must obtain a TB test prior to working with children and families.

CONTRACT PROVISIONS

REPORTING OF CONTRACTOR

Section 1 – The Contractor is to report to the Early/Head Start Education/Disabilities Coordinator and/or Director and confer with them as necessary to insure satisfactory work progress.

Section 2 – All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractors name.

Section 3 – All reports made in connection with these services are subject to review and final approval by the Director.

Section 4 – When Applicable, the Contractor will submit a final written report to the Director.

Section 5 – After reasonable notice to the Contractor, the Tribe may review any of the Contractor's internal records, reports, or insurance policies.

PERSONNEL

Section 1 – The contractor will provide the required services and will not subcontract or assign the services without prior written approval of the Director. Subcontractors, as well as primary contractors, are subject to the TERO ordinance and the Tribe's Native American preference policy (detailed below.) This ordinance applies to all sub tiers as well.

INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify the Nisqually Tribe, its officers, agents volunteers and employees from any and all liabilities, claims, liens fines, demands and



costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractors own employees and loss of damages to any property, including property owned or in the care, custody or control of the Nisqually Tribe in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

NATIVE AMERICAN PREFERENCE

The Nisqually Tribe's Native American preference in contracting policy will be used to select the winning bid.

The owner wishes to make available any and all opportunities for employment and training for Nisqually Tribal Members, their immediate families, and all other Native Americans. Therefore, the Tribal Employment Rights Ordinance (TERO) is in effect for this project. This includes but is not limited to:

- Native preference in employment.
- Native preference in contracting.
- 1.75% Employment Rights tax on all projects \$20,000 and over.

TERO also applies to subcontractors and all sub tiers.

It is the responsibility of the bidder to contact the TERO officer.

Nisqually TERO; Frances Rohr

(360) 456-5221 ext.1128

(360) 259-8144 cell

rohr.frances@nisqually-nsn.gov

INSURANCE REQUIREMENTS

- Contractor will provide proof of Commercial General Liability Insurance stating adequate coverage for project.
- Automobile Liability Insurance covering all owned hired and non-owned vehicles with Personal Protection Insurance and Property Protection insurance.