

**REQUEST FOR PROPOSALS (RFP)**

Closing Date: Friday, April 25<sup>th</sup>, 2025 at 3:30pm

Contract Administrator: Austin Parker

Telephone: 704-283-7583 x. 0227

Facsimile: 704-283-1964

E-Mail Address: [austin.parker@uccainc.org](mailto:austin.parker@uccainc.org)

Web Address: <http://www.uccainc.org>

**Item: Mental Health Consultant**

Agency: Union County Community Action, Inc. (UCCA)

Location(s): Anson, Richmond, & Union Counties

Scope: This Request for Proposals (RFP) shall cover the procurement of mental health services for Head Start / Early Head Start / NC Pre-K programs operated by Union County Community Action, Inc. (UCCA) . The awarded contractor(s) must be a licensed or certified Mental Health Professional and will be expected to provide mental health consulting services as outlined in the Head Start Performance Standards.

The services requested in this RFP will begin July 1<sup>st</sup>, 2025 and terminate June 30<sup>th</sup>, 2026. UCCA and the awarded contractor(s) reserve the right to negotiate up to two (2) additional one (1) year renewals, with a maximum contract length of three (3) years.

**READ THIS REQUEST CAREFULLY**

**\*\*\* This bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder. \*\*\***

**SIGNATURE SHEET**

Item: Mental Health Consultant RFP  
Agency: Union County Community Action, Inc.  
Closing Date: 3:30 pm, Friday, April 25<sup>th</sup>, 2025

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal, state, or local funds.

Legal Name of Person or Entity Represented:

\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Physical Address: \_\_\_\_\_

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

\_\_\_\_\_  
Social Security/Federal Employer Identification Number: \_\_\_\_\_

\_\_\_\_\_  
DUNS Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Typed or Printed Name of Signature: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_

**SECTION I**  
**GENERAL INFORMATION**

**1.1 Purpose**

UCCA is seeking a **licensed or certified Mental Health Professional** to provide consulting services for UCCA's Head Start, Early Head Start, and NC Pre-K programs as outlined in the Head Start Performance Standards. Section III of this RFP contains additional details on the services expected of the awarded contractor.

**1.2 Agency Overview**

Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state, and private grants to provide services to low-income families. UCCA has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. UCCA is governed by a 15-member, volunteer Board of Directors. The administrative office is located at 1335 West Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates grant funded programs through the US Department of Health and Human Services, the Administration for Children and Families, the NC Department of Health and Human Services, and the division of Social Services Office of Economic Opportunity. These programs include: Head Start, Early Head Start, North Carolina Pre-Kindergarten, Community Services Block Grant.

**1.3 Bid Submission**

Qualified mental health professionals are invited to submit proposals by mail, hand delivery, or email to UCCA by 3:30 pm on Friday, April 25<sup>th</sup>, 2025. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; **late proposals will not be considered.**

Proposals must be addressed as follows:

**Mail**

Attn: Elizabeth Leonard  
Mental Health Consultant RFP  
Union County Community Action, Inc.  
PO Box 1029  
Monroe, NC 28111

**Hand Delivered**

Attn: Elizabeth Leonard  
Mental Health Consultant RFP  
Union County Community Action, Inc.  
1335 W. Roosevelt Blvd.  
Monroe, NC 2811

**SECTION II**  
**CONDITIONS TO BIDDING**

- 2.1 Inquiries:** All inquiries regarding this request shall be submitted via email to Austin Parker, Contract Administrator, at [austin.parker@uccainc.org](mailto:austin.parker@uccainc.org). All inquiries regarding this RFP must be submitted in writing by 12p.m. Tuesday, April 22<sup>nd</sup>, 2025.
- 2.2 Cost of Preparing Bids:** All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.
- 2.3 Advertising:** In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.
- 2.4 Confidentiality:** In submitting a proposal the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.
- 2.5 Acceptance or Rejection:** UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the FRP; and unless otherwise specified, to accept any item in a bid.
- 2.6 Negotiation:** UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.
- 2.7 Debarment/Suspension from Federal Funds:** All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal contracts and thus ineligible to receive federal dollars as compensation for work completed in relation to the services included in the RFP.
- 2.8 Evaluation of Bids:** The Bid award shall be made in the best interest of UCCA, as determined by UCCA. Considerations are focused toward, but not limited to:
- 2.8.1 Technical Proposal:** Bidders must carefully review Section III – Scope of Services and provide a list of the services, and the area(s) bid, with the proposal submission. Bids will be evaluated based on the ability of the Bidder to provide the desired services listed under Section III. Bidders must detail the services bid and the area(s) bid according to the instructions listed in Section IV of this RFP.

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**PO BOX 1029, MONROE, NC 28111-1029**

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- 2.8.2 **Pricing Proposal:** Bidders must provide an hourly rate for the services bid in the Technical Proposal (see Items 2.8.1 and 4.1). The hourly rate must be all inclusive of all expenses associated with, or incurred as a result of, the services bid. In evaluation of pricing, UCCA will compare the hourly rate of all proposals submitted in response to this RFP.
  - 2.8.3 **Licensure:** Proposals must contain copies of licensure and /or certification for *all* individuals who will provide Mental Health services.
  - 2.8.4 **Insurance:** The Bidder must maintain up-to-date North Carolina LPC insurance and all other insurance necessary to cover all work related to this RFP and the subsequent contract.
  - 2.8.5 **References:** Bidder must provide a *minimum* of three professional references, two of which must be former customers/ clients. References *will* be checked during proposal review.
  - 2.8.6 **Experience:** The awarded Bidder must have at least three (3) years of experience providing mental health services to young children and their families. A resume must be included to provide detailed information on the Bidder's experience.
  - 2.8.7 **Background Check:** The Bidder, along with any individuals performing work related to this RFP, will be required to consent to and pass a criminal background check.
  - 2.8.8 **Adequacy and Completeness:** The submitted bid packet *must* contain a completed Signature Sheet (page 2), Certification Sheet (page 12), and the information requested in **Section 4** of this RFP.
  - 2.8.9 **Compliance with Terms and Conditions:** The Contractor must review all terms and conditions set forth in this RFP and must certify the ability to meet those terms and conditions.
- 2.9 **Review Process:** UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be furnished in writing to all Bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.
- 2.10 **Notification of Award:** It is expected a decision selecting the successful Bidder will be made within thirty (30) days after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful Bidder, all Bidders submitting proposals in response to this RFP will be informed in writing whether they have been selected.
- 2.11 **Contractual Obligation(s):** This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA, and accepted by the awarded Contractor(s). At the discretion of UCCA, the awarded Contract(s) may be required to enter into an additional contractual agreement for the services proposed in this RFP.

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- 2.12 Funding Regulations:** Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA funding agencies and will be accountable for any infractions which result from noncompliance.
- 2.13 General Indemnity:** The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA, and assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost, and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.
- 2.14 Hold Harmless:** The Contractor shall indemnify UCCA against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.
- 2.15 Amendments:** All amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted at [www.uccainc.org](http://www.uccainc.org). It is the responsibility of all Bidders to check the website for any amendments, even if the proposal was sent to you via email or postal mail.

**SECTION III**  
**SCOPE OF SERVICES**

**3.1 Description of Services:**

In accordance with **Head Start Program Performance Standards** as outlined in **Section 1302.45, “Child Mental Health and Social and Emotional Well-Being,”** the Mental Health Consultant performing work related to this contract shall:

1. Assist the program to implement strategies to identify and support children with mental health and social / emotional concerns.
2. Assist teachers, including family childcare providers, to improve classroom management and teacher practices through strategies that include using classroom observations and consultations to address teacher and individual child needs and creating physical and cultural environments that promote positive mental health and social / emotional functioning.
3. Assist other staff, including home visitors, to meet children’s mental health and social/emotional needs through strategies that include observation and consultation.
4. Assist staff to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors.
5. Assist in helping both parents and staff to understand mental health and access mental health interventions, if needed.
6. Assist in the implementation of the policies to limit suspension and prohibit expulsion as described in §1302.17.

**Additionally, the awarded Contractor will be expected to:**

1. Travel to UCCA sites in Anson, Richmond, and Union counties, and provide own transportation, as determined reasonable and necessary by UCCA’s Mental Health / Disability Specialist.
2. Maintain full confidentiality of information contained in child’s files, assessments, or any other information gathered during work performed under this contract.
3. Conduct home visits (in-person or virtual), as needed, for EHS home-based children in Union, Anson, and Richmond counties.
4. Work with the Disability & Mental Health Specialist to develop a monthly schedule for service provision in accordance with Head Start and UCCA health and regulation procedures.
5. Provide the Disability & Mental Health Specialist with strategies for identifying children who have mental health challenges and providing support. Strategies should be submitted in a timely manner to help ensure interventions are implemented in a timely manner.

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6. Meet with UCCA Disability & Mental Health Specialist, Instructional Coach, and Social/Emotional Consultant (if applicable) at least once per month to review observations made since the previous meeting and to provide strategies and follow-up consultative support services as needed.
7. As needed, offer consultation on mental health issues, resources, and interventions to parents/guardians and UCCA staff.
8. Complete and sign the UCCA sign-in/sign-out form immediately upon arriving and prior to exiting all UCCA centers.
9. Allot five (5) hours throughout the contract term for providing workshops/trainings on challenging behaviors and/or childhood trauma to UCCA staff and parents/guardians.

*Additional details regarding provision of the services listed above will be reviewed with the successful Bidder before entering the final contract.*

**3.2 Contract Period**

The initial contract period shall begin July 1<sup>st</sup>, 2025 until June 30<sup>th</sup>, 2026. UCCA has the option to renew the contract on an annual basis for up to two (2) additional years.

**3.3 Schedule / Hours:**

1. The awarded Contractor will provide approximately 135 to 145 total hours of consulting services throughout the 12-month contract term.
2. The awarded Contractor shall maintain a flexible schedule and respond to the UCCA Mental Health/Disability Specialist and other UCCA employees within a reasonable period.
3. In certain circumstances, with approval from UCCA Administration, the awarded Contractor may conduct virtual consultations. This is to be requested on a limited basis.

**3.4 Descriptions of Required Qualifications**

Individuals or entities, which consist of one or more individuals, may offer a proposal in response to this RFP for the services listed in Item 3.1 above. Any and all individuals, who will perform the services listed under Item 3.1 above must meet the following qualifications and provide the following documentation:

- 3.4.1 Licensure/Certification: Any and all individuals providing Mental Health Services, as described in Item 3.1, must be considered to be a Licensed Mental Health Professional in the State of North Carolina. Documentation of licensure must be included with any submitted proposal.
- 3.4.2 Resume: Any and all individuals providing Mental Health Services, as described in Item 3.1, must provide a detailed resume which demonstrates familiarity with, and/or a background in, the early childhood development, age birth to five.
- 3.4.3 References: Any individual or entity providing a bid in response to this RFP must provide at least three (3) professional references.
- 3.4.4 Background: Any and all individuals providing Mental Health Services in



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response to this RFP, as described in Item 3.1 above, *must* be listed in the submitted proposal and each associated individual will be required to consent to a criminal background check.

*All required documentation should be included with the submitted bid proposal.*

- 3.5 Pricing Proposal:** Bidders must include a pricing proposal along with the submission of any proposal in response to this RFP. Pricing proposals must be provided as an hourly rate with all costs associated with service delivery included. Costs to be considered include, but are not limited to: hourly labor rate, travel rate, vehicle wear and tear, material costs, etc.

In order to estimate travel requirements, Bidders should consider travel to, from, and within the following areas:

Union County

- One (1) administrative office in Monroe
- One (1) Head Start/Early Head Start center in Monroe

Anson County

- Two (2) Head Start/Early Head Start locations in Wadesboro
- One (1) Head Start center in Morven

Richmond County

- Two (2) Head Start/Early Head Start centers in Hamlet

Additionally, the successful Contractor may be asked to travel to various locations within Union County, Anson County, and Richmond County to provide services to home-based Early Head Start children.

**SECTION IV**  
**PROPOSAL FORMAT**

- 4.1 Proposal Submission:** Bidders should carefully review this section which pertains to the proposal format. This information should serve as a guide to the Bidder.
- 4.1.1 Signature Sheet & Certifications:** Bidders must return a completed copy of this RFP packet with the Signature Sheet (page 2) and the Certification Statement (page 12) completed.
- 4.1.2 Technical Proposal:** Bidders must provide a list and description of the services to be delivered *and* the area services will be delivered in the submitted proposal. Bidders *must* clearly indicate the counties for which services are being bid (Anson County, Richmond County, Union County, or All Counties). Refer to Section 3.1 for a list of the desired services.
- 4.1.3 Required Qualifications:** Bids submitted in response to this RFP should provide the following information:
- **Resume or Organizational Description:** Individual Contractors submitted bids in response to this RFP must provide a resume which details experience with, or a background in, early childhood development, age birth to five. Organizations submitting bids in response to this RFP must provide a description of the organizations represented including, but not limited to: year established, number of Mental Health Professionals on staff, background in early childhood development, and owners/officers.
  - **References:** Bidders must provide a minimum of three (3) professional references along with the bid submission.
  - **Licensure(s):** Bidders submitting proposals in response to this RFP will be required to provide copies of licensure demonstrating that any and all individuals set to perform work under the submitted proposal are considered to be a Licensed Mental Health Professional in the State of North Carolina.
  - **Key Staff:** Bidders must provide a list of all staff that will perform the services listed under Section 3.1 of this RFP. Prior to award, all personnel performing work associated with this RFP, and related to the service under Item 4.1.2, will be required to provide documentation of the applicable licensure(s) and submit to a Criminal Background Check.
- 4.1.4 Technical Proposal/Specifications:**  
Training Material Sample(s): Bidders should provide samples of materials used during staff and/or parent training sessions, along with any other sample material deemed pertinent.
- 4.1.5 Pricing Proposal**  
Pricing must be quoted at an hourly rate that is inclusive of **all services listed** in the Section 3 of this RFP. Proposals shall include travel costs. The Bidder's hourly rate should include: hourly labor rate, travel rate, vehicle wear and tear, material costs, etc.

**SECTION V**  
**GENERAL PROVISIONS**

**5.1 Contract**

This RFP will be made part of a contract between UCCA and the awarded Contractor(s), unless otherwise amended. Prior to execution additional information and/or documentation may be required by UCCA.

**5.2 Independent Contractor**

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

**5.3 Sub-Contracting**

Bidders must disclose if they intend to utilize sub-contracting to fulfill the services requested herein.

**5.4 Payment**

Once a successful proposal has been chosen and the procurement model and pricing has been determined, UCCA will negotiate with the successful bidder to ensure the agreement on when and how payment will be issued to the successful bidder.

**5.5 Post-Award Debarment:** The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal contracts.

**5.6 Termination:** Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U.S. mail to the last known address of the recipient.

**5.7 Financial Award**

The Contractor agrees and understands that the payment of sums specified in this Contract is dependent and contingent upon and subject to the appropriation and allocation of funds to Union County Community Action, Inc. for the purposes set forth in the RFP and/or Contract and is contingent upon fund availability.

**5.9 Pricing**

The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period.

**Certification Statement**

By submitting this bid, the potential Contractor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid and noted below.
- Do you have any exceptions to this bid?

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*Therefore, in accordance with this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.*

Individual/Entity Represented: \_\_\_\_\_

By: \_\_\_\_\_

Signature	Typed or printed name
_____	_____
Title	Date