

Wayne Metropolitan Community Action Agency

REQUEST FOR PROPOSALS for Early Head Start and HS Mental Health

Consultation Services

INQUIRIES SHOULD BE DIRECTED TO:

Carla Chinavare, Executive Director of Whole Family

Martha Durhal, Director of Whole Family

Please Email inquiries to: procurement@waynemetro.org

Inquiries received after July 24, 2026 at 5:00 PM will not be responded to.

To respond to the RFP, please submit completed bids to
procurement@waynemetro.org

Responses must be received on or before:

Friday, July 24th, by 5 P.M.

Early Head Start and Head Start Mental Health Consultation Services REQUEST FOR PROPOSALS

1. Introduction

Wayne Metropolitan Community Action Agency (Wayne Metro) is soliciting proposals from qualified mental health professionals or organizations to provide comprehensive Mental Health Consultation Services for its Early Head Start and Head Start programs. The selected contractor will support the social-emotional well-being of children, families, and staff while ensuring compliance with all applicable federal, state, and program requirements.

Wayne Metro seeks an experienced contractor with expertise in early childhood mental health consultation, infant and early childhood development, and Head Start programming.

2. Agency Background

Wayne Metropolitan Community Action Agency is a nonprofit Community Action Agency serving Wayne County, Michigan. Wayne Metro administers numerous federally and state-funded programs, including Early Head Start and Head Start, serving more than 700 children from six weeks through five years of age across multiple sites throughout Wayne County.

Mental Health Consultation Services are an essential component of Wayne Metro's comprehensive early childhood services and are intended to strengthen classroom environments, promote children's social-emotional development, support families, and enhance staff capacity.

3. Purpose

The purpose of this Request for Proposals (RFP) is to establish a contract with a qualified individual or organization to provide comprehensive Mental Health

Consultation Services for Wayne Metro's Early Head Start and Head Start programs.

Services shall support classroom quality, child development, family engagement, staff professional development, and compliance with the Head Start Program Performance Standards, including 45 CFR § 1302.45, Mental Health and Social and Emotional Well-Being.

4. Scope of Services

The selected contractor shall provide comprehensive Mental Health Consultation Services including, but not limited to, the following:

A. Classroom Mental Health Consultation

The contractor shall:

- Conduct classroom observations in at least fifty percent (50%) of classrooms twice annually.
- Conduct additional classroom observations as requested by Wayne Metro.
- Assess classroom environments and social-emotional supports.
- Provide written recommendations to improve classroom climate and child outcomes.

B. Individual Child Consultation

The contractor shall:

- Conduct observations of children referred for social-emotional, behavioral, or developmental concerns within thirty (30) calendar days of referral.
- Collaborate with teachers and families regarding identified concerns.
- Develop recommendations and intervention strategies.
- Assist in determining appropriate referrals when necessary.

C. Teacher Consultation and Coaching

The contractor shall:

- Meet with classroom staff following observations.
- Provide individualized coaching and consultation.
- Assist with behavior intervention planning.
- Support implementation of evidence-based classroom management strategies.
- Collaborate with education staff to improve classroom quality.

D. Family Consultation

The contractor shall:

- Meet with families regarding child social-emotional concerns.
- Provide parent consultation and education.
- Connect families with community behavioral health resources.
- Support family engagement efforts related to child development and mental wellness.

E. Staff Training

The contractor shall develop and facilitate annual professional development for staff on topics including:

- Social-emotional development
- Challenging behaviors
- Infant and toddler mental health
- Trauma-informed practices
- Stress management
- Staff wellness
- Reflective practice

Additional training may be requested throughout the contract period.

F. Parent Education

The contractor shall conduct workshops or educational sessions for parents on topics including:

- Positive discipline
- Child development
- Emotional regulation
- Family resilience
- Mental wellness
- Supporting children experiencing behavioral challenges

G. Resource Development

The contractor shall:

- Develop mental health resource materials for staff and families.
- Maintain current referral information for community mental health providers.
- Assist Wayne Metro in strengthening partnerships with behavioral health organizations.

H. Reporting

The contractor shall provide:

- Written observation reports
- Child consultation summaries
- Classroom recommendations
- Monthly service logs
- Monthly invoices
- In-kind documentation, when applicable
- Other reports requested by Wayne Metro

5. Minimum Qualifications

Proposers shall demonstrate the following qualifications:

- Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist
- Infant Mental Health endorsement or specialization preferred

Additionally, proposers should possess:

- Minimum of five (5) years of experience providing early childhood mental health consultation.
- Experience working with infants, toddlers, preschool-aged children, and families.
- Experience providing consultation within Head Start or Early Head Start programs preferred.
- Knowledge of child development, trauma-informed care, and evidence-based behavioral interventions.

6. Deliverables

The selected contractor shall:

- Complete required classroom observations.
- Complete child observations within required timeframes.
- Provide consultation to classroom staff and families.
- Conduct annual staff training.
- Facilitate parent education opportunities.
- Submit timely reports and invoices.
- Participate in program meetings when requested.
- Maintain compliance with all federal, state, and program requirements.

7. Contract Term

The anticipated contract term shall be one (1) year from the date of award, with the option for up to four (4) one-year renewals based upon satisfactory performance, funding availability, and mutual agreement between Wayne Metro and the selected contractor.

8. Insurance Requirements

The successful contractor shall maintain, at a minimum:

- Professional Liability Insurance
- Commercial General Liability Insurance
- Workers' Compensation Insurance (if applicable)
- Automobile Liability Insurance (if applicable)

Certificates of Insurance shall be provided prior to contract execution and maintained throughout the contract term.

9. Proposal Submission Requirements

Proposals shall include the following:

- Cover Letter
- Organizational Background and Qualifications
- Description of Relevant Experience
- Staff Resumes and Licensure
- Proposed Service Delivery Model
- Experience with Early Head Start and Head Start Programs
- Parent Engagement Approach
- Professional Development Plan
- References for at least three (3) similar clients
- Proposed Budget
- Proof of Insurance

- Copies of Professional Licenses and Certifications

Incomplete proposals may be considered non-responsive.

10. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Points
Early Childhood Mental Health Experience	15
Head Start/Early Head Start Experience	15
Infant and Toddler Mental Health Experience	10
Knowledge of Head Start Performance Standards	10
Technical Approach and Service Delivery Model	15
Qualifications, Licensure, and Certifications	10
Staff Wellness, Coaching, and Professional Development	5
Family Engagement and Parent Education	5
Culturally and Linguistically Responsive Practices	5
References and Past Performance	5
Cost Proposal	5
Total	100

Wayne Metro reserves the right to request interviews, seek clarification of proposals, negotiate pricing or scope, request Best and Final Offers (BAFO), or award one or more contracts if determined to be in the Agency's best interest.

11. Federal Requirements

The successful contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to:

- Head Start Program Performance Standards
- 45 CFR §1302.45 – Mental Health and Social and Emotional Well-Being
- 45 CFR Part 75 Procurement Standards
- Family Educational Rights and Privacy Act (FERPA)

- Health Insurance Portability and Accountability Act (HIPAA), where applicable
- Equal Employment Opportunity requirements
- Debarment and Suspension requirements
- All applicable Michigan licensing requirements

12. Terms and Conditions

Wayne Metro reserves the right to:

- Reject any or all proposals.
- Waive informalities or minor irregularities.
- Request clarification of any proposal.
- Conduct interviews with selected proposers.
- Negotiate contract terms and pricing.
- Award one or multiple contracts.
- Cancel this RFP at any time if determined to be in the best interest of the Agency.
- Request additional information prior to contract award.

Issuance of this RFP does not obligate Wayne Metro to award a contract or reimburse proposers for any costs incurred in preparing a proposal.

13. Required Attachments

Proposals shall include the following attachments:

- **Attachment A** – Cost Proposal
- **Attachment B** – References
- **Attachment C** – Proof of Insurance
- **Attachment D** – Professional Licenses and Certifications
- **Attachment E** – Conflict of Interest Disclosure
- **Attachment F** – Certification Regarding Debarment and Suspension
- **Attachment G** – W-9 Form