



Mental Health Consultation Request for Proposal

RFP COORDINATOR:

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INTRODUCTION & BACKGROUND

The Northern Kentucky Community Action Commission (NKCAC) is pleased to invite you to respond to this Request for Proposal (RFP) for Mental Health Services across the Head Start and Early Head Start programs. The intention of this RFP is to solicit responses and formal proposals from qualified vendors for mental health and therapeutic services. The attached RFP contains all the necessary information for interested bidders.

About Northern Kentucky Community Action Commission

NKCAC has approximately 150 staff in 21 locations across 8 counties (Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton). The agency serves approximately 35,000 people per year.

NKCAC lifts families and children in ways that no other organization can. Since 1966, NKCAC has been uncovering dynamic pathways towards a brighter tomorrow.

NKCAC takes a whole person, whole family, whole community approach with two primary focus areas:

- **Developmental** – helping families gain the skills, abilities, and hope necessary to become economically independent.
- **Supportive** – providing basic, temporary assistance to give families comfort, safety, dignity, and security as they transition out of poverty.

Our impressive and diverse range of services help low-income individuals/families eliminate the barriers and circumstances which tend to prevent self-sufficiency while providing that safety net to help families improve comfort and functioning on the journey toward economic independence.

About Head Start and Early Head Start

Head Start/Early Head Start are federally funded programs designed to support low-income families by providing comprehensive early childhood education, health/mental health services, and family support. NKCAC's Head Start program serves 333 children, ages 3-5, across Boone, Campbell, Kenton and Pendleton counties. The Early Head Start program serves 80 children, ages 0-3, through partnerships with Northern Kentucky childcare providers in Boone, Campbell, and Kenton counties.

Funding Partners

NKCAC relies on support from private donors, corporations, foundations, and government funders, all of whom allow our agency to offer comprehensive services by investing in the self-sufficiency of hard working families and individuals.

Purpose & Scope

With this RFP, NKCAC is looking to establish business partner relationships with selected vendors to provide professional mental health and therapeutic services to children and families enrolled in the Head Start and Early Head Start programs. The mental health provider(s) must be reputable, experienced, and capable of delivering therapeutic services for children under the age of 5. The intent in soliciting proposals is to obtain a timely, consistent, and cost-effective contract from one or more vendors to ensure the mental health needs of children, families, and staff are adequately addressed. NKCAC is seeking to address 2 components of mental health consultation through this



RFP. Vendors may bid on both components, or an individual component of the request. NKCAC reserves the right to divide mental health services across multiple vendors to provide the most cost effective and efficient services in all counties served.

Responses to the RFP will be used to determine vendors with a realistic opportunity to compete for a business alliance with NKCAC. Interested vendors will utilize the information outlined in this bid to recommend comprehensive mental health consultation for all NKCAC Head Start/EHS locations.

Components:

- The Mental Health Consultant will help NKCAC develop a culture of mental health in its early childhood centers by building the adults' capacity to strengthen and support the healthy social and emotional development of young children. Additionally, Mental Health Consultants will support the needs of enrolled children by giving information to the adults who care for them on topics such as typical development, social and emotional skills, problem solving, and preventing or managing behavioral concerns.
- Mental health observations will be conducted annually using a valid and reliable tool to help identify potential mental health concerns and ensure children receive appropriate support and intervention.

This RFP is issued solely for information and planning purposes. This document does not commit NKCAC to contract for any service whatsoever. NKCAC will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with the response will solely reside at the responding party's expense.

Confidentiality Statement

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document or in discussions related to the NKCAC Mental Health Provider selection effort may be disclosed to another party or used for any other purpose without express written consent.

Commitment to Equity and Inclusion

Northern Kentucky Community Action Commission is committed to strengthening our community by providing equity and inclusion during our procurement process. It is the policy of NKCAC to make every effort to utilize small businesses, minority-owned firms, women's business enterprises, veteran-owned businesses, and labor surplus area firms whenever possible. If you fall into any of these categories, please note that in Section 2 of the Vendor Questionnaire.

ENVIRONMENT OVERVIEW

The table below provides the general demographics of NKCAC Head Start and Early Head Start child development centers. Centers, locations, and classrooms may fluctuate based on the needs of the community. The information provided reflects the current allocation of Head Start and Early Head Start slots.

Vendors must have the capacity to provide services at all 13 locations within the days and hours of operation specified below. The frequency and extent of services provided will vary based on the needs of enrolled children and families.



Head Start Locations:

Location	Address	# of Children Served	# of Classrooms	Days/Hours of Operation
Alexandria Head Start	51 Orchard Ln, Alexandria Contact: Lenzy Campbell lcampbell@nkcac.org	20	1	Monday-Thursday, 8:30am-3:00pm
Boone County Head Start	3261 Maplewood Dr, Burlington Contact: Carol Eggleston ceggleston@nkcac.org	90	6	Monday-Thursday, 8:30am-3:00pm
Eastside Child Development Center	1001 Scott St, Covington Contact: Tara Johnson tjohnson@nkcac.org	40	2	Monday-Thursday, 8:30am-3:00pm
Elsmere Head Start	1021 Capitol Ave, Elsmere Contact: Brianna Blauvelt bblauvelt@nkcac.org	51	3	Monday-Thursday, 8:30am-3:00pm
Falmouth Head Start	409 Barkley St, Falmouth Contact: Cassie Lunsford clunsford@nkcac.org	20	1	Monday-Thursday, 8:30am-3:00pm
Ft. Wright Head Start	501 Farrell Dr, Covington Contact: Lauren Grant lgrant@nkcac.org	20	1	Monday-Thursday, 8:00am-2:30pm
Life Learning Center (LLC)	20 West 18 th St, Covington Contact: Ashley Barnes abarnes@nkcac.org	20	1	Monday-Thursday, 8:30am-3:00pm
Newport HS	502 West 9 th St, Newport Contact: James Peters jpeters@nkcac.org	72	4	Monday-Thursday, 8:30am-3:00pm

Early Head Start Locations:

Location	Address	# of Children Served	# of Classrooms	Days/Hours of Operation
Brighton Center: Bright Days	706 Park Ave, Newport Contact: Kim Frodge kfrodge@brightoncenter.com	16	2	Monday-Friday, 7:00am-5:00pm
Brighton Center: Early Scholar's Child Development Center	402 West 6 th St, Newport Contact: Elizabeth Schneider eschneider@brightoncenter.com	16	2	Monday-Friday, 7:00am-5:00pm
Learning Grove: Altamont Rd.	419 Altamont Rd, Covington Contact: Tina Arnold tarnold@learning-grove.org	8	1	Monday-Friday, 7:00am-5:30pm
Learning Grove: Erlanger-Elsmere	450 Bartlett Ave, Erlanger Contact: Renee Bricking rbricking@learning-grove.org	16	2	Monday-Friday, 7:00am-5:30pm
Learning Grove: River Center	203 West Rivercenter Rd, Covington Contact: Julie Rodriguez jrodriguez@learning-grove.org	8	1	Monday-Friday, 7:00am-5:30pm
Newport Early Head Start	502 West 9 th St, Newport Contact: Kristin Schmiade kschmiade@nkcac.org	16	2	Monday-Friday, 8:00am-4:00pm

NKCAC reserves the right to add or remove locations from this contract as necessary. **NKCAC Head Start locations operate 10 months a year. Therefore, mental health services may be STOPPED during the months of June and July.**

REQUIRED PROPOSAL DOCUMENTS

Proposal Documents

In addition to the information requested in the Vendor Questionnaire, which includes a fee proposal, please include the following documents in your submission:

- Cover Letter
- Company History
- Provider's License/Certification
- References

Cover Letter

Limit the cover letter to two pages or less. Specify the vendor's primary point of contact.

Company History

Introduction and history of the company, including a statement of qualifications, capabilities, and experience.

- Provide a statement addressing if your company is a small business, minority-owned business, woman-owned business, and/or veteran-owned business. If you don't fall in any of these categories, please address how your company supports these types of organizations.

Additional information such as additional services provided, company brochures, resumes, certifications, etc., may be submitted as appropriate.

Provider's License/Certification

In accordance with Head Start Program Performance Standards, 45 CFR §1302.91(e)(8)(ii), the Mental Health Consultant must be a licensed or certified mental health professional with knowledge and experience working with children under the age of 5 years old. Vendors must provide documentation verifying the credentials of each therapist involved in this contract.

References

The proposal shall include three references with contact information of customers with similar contracts (if possible).

VENDOR REQUIREMENTS

Mental Health Consultation

The Mental Health Consultant will work with program staff and parents/guardians to obtain written permission to conduct the following services for enrolled children:

Individualized Behavior Plans

- In some cases, children need special accommodations to help them be successful in the Head Start and Early Head Start classrooms. The Mental Health Consultant will conduct targeted observations and develop a plan that outlines specific strategies for intervention.
- Plans will be developed in partnership with the child's parents and teachers.
- The Mental Health Consultant will train and model components of the child's plan to ensure successful implementation of the suggested strategies.

Ongoing Classroom Support

- Identified classrooms will receive coaching and feedback to support specific mental health concerns of enrolled students. The Mental Health Consultant will conduct regular observations and work one-on-one with specific children in the classroom to develop strategies that will help teachers effectively address and redirect behaviors.
- The Mental Health Consultant will provide weekly written reports summarizing the services provided.

Therapeutic Services

- As a method for addressing mental health concerns, the Mental Health Consultant may provide therapy for enrolled children and/or parents/guardians during the Head Start school day.
- The Mental Health Consultant will provide weekly written reports summarizing the services provided.

Classroom Mental Health Observation

The Mental Health Consultant will conduct an annual observation on each Head Start and Early Head Start classroom using a valid and reliable tool that is also age appropriate for the children enrolled (i.e. TPOT, TPITOS). The Mental Health Consultant will compile a report with results from each classroom's observation and submit the findings to the Mental Health and Disabilities Coordinator within 1 week of the observation. Additionally, the Mental Health Consultant will provide results and constructive feedback that includes areas of strength and growth for the teaching team within 1 week of the observation. **Situations that might pose a significant safety concern to children or staff must be reported to the Mental Health and Disabilities Coordinator immediately upon the completion of the mental health observation.**

Frequency and Hours of Operation

Frequency of service varies based on the needs of enrolled children and families. Please see the Center Locations charts on pages four and five for details. Vendors must be able to accommodate the specified service hours. The Mental Health Consultant will arrange schedules with the Head Start Mental Health and Disabilities Coordinator. Service hours are subject to change based on the needs of the program. The maximum number of hours to be contracted shall not exceed 50 hours per month (approximately 12.5 hours per week). **NKCAC Head Start locations operate 10**

months a year. Therefore, mental health services may be STOPPED during the months of June and July. During the typical school year, NKCAC agrees to utilize a minimum of 7.5 hours of consultation per month.

Personnel

In accordance with Head Start Program Performance Standards (45 CFR §1302.91(e)(8)(ii)), personnel working under this service agreement must be licensed or certified mental health professionals with knowledge and experience working with young children (under 5) and their families. Proof of licensure/certification will be required for all therapists associated with the service agreement. Additionally, personnel will be required to undergo “pre-employment” screening which includes the completion of background checks (administered by NKCAC) and TB skin testing/screening. Verification of a valid TB test/screening must be submitted to NKCAC personnel.

To comply with Head Start Program Performance Standards (45 CFR §1302.90(c)), the mental health consultant will also comply with all requirements outlined in the Standard of Conduct and will participate in an annual training (time will be compensated by NKCAC) that supports the safety and wellbeing of enrolled children and families.

Personnel employed by the service provider shall be competent, sober and drug-free, trustworthy, and properly trained for the work requirements of this contract and shall be mentally and physically capable of performing the required work. Any personnel showing up for work that is unfit for duty shall be immediately dismissed from the worksite and not allowed re-entry to NKCAC facilities. All personnel shall be respectful to NKCAC employees, clients, and the general public visiting NKCAC facilities. No person shall be employed for this work who is found to be incompetent, disorderly, troublesome, under the influence of alcohol or drugs, and who fails or otherwise refuses to perform the required work properly and acceptably. Personnel are subject to surveillance equipment and cameras both inside and outside of NKCAC facilities. Only those personnel employed by the service provider shall be allowed in buildings. **Guests and children shall not be allowed.**

Identification and Uniforms

All personnel shall wear an identification badge that clearly shows the employee’s name and the service provider’s name. If the service provider does not have the equipment to provide an ID badge, they can work with NKCAC to have a badge made for their staff. Personnel must be neat in appearance and shall wear proper attire that is free from graphics or language this offensive, sexually explicit, profane, supportive of a political party/candidate, religious, or otherwise in poor taste.

Prohibited Items

The service provider’s employees shall be prohibited in the use or possession of the following items while working on NKCAC premises: Guns, knives, other weapons, alcohol and/or controlled substances. The service provider’s employees shall not be under the influence of alcohol or recreational or illegal drugs. Additionally, vaping of any kind is not allowed on NKCAC property. Any employee violating this policy shall be removed immediately from NKCAC facilities and not allowed to work under this contract. **NOTE:** Cell phones may be available for emergency purposes but are not to be used while providing services.

Financial Capacity

The awarded service provider shall have the financial capacity to manage this contract, including the purchase of insurance and the timely payment of all personnel hired to work under this



contract. Proposers must be able to meet payroll before the payment of invoices is issued. Payments will be issued monthly for the previous month's hours submitted. **NOTE:** Proof of insurance may be requested at any time.

RESPONSE PROCESS

Notification of Intent to Respond and Clarifying Questions

Please indicate your intention to respond to this RFP by email to the Primary RFP Contact listed below by the **Intent to Respond and Questions** due date outlined in the **KEY DATES** table. In addition, please provide the contact information of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. **Questions will only be received and answered by email.**

Primary RFP Contact

Please direct all inquiries regarding this RFP to:

Melissa Willis
Special Projects Executive
Northern Kentucky Community Action Commission
mwillis@nkcac.org

Response Delivery Instructions

NKCAC requires responses to this request for proposal to be delivered in writing. You may attach documentation to support your answers, if necessary.

Submit all responses via electronic delivery no later than **12:00 p.m. on June 27, 2025** to:

Melissa Willis
Special Projects Executive
Northern Kentucky Community Action Commission
mwillis@nkcac.org

In addition, please deliver six (6) paper copies of your Proposal to NKCAC Central Office at 717 Madison Avenue, Covington, Kentucky on or before June 27, 2025 by noon. Central Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. You will receive a written receipt at drop-off.

Any response received after the delivery date and time specified will not be considered.

Respondents should complete all sections of the attached Vendor Questionnaire and submit with a proposal document, pricing breakdown, and a version of any master services agreement or contract that would be utilized if chosen.

If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Responses received that fail to address each of the sections in adequate and complete detail will be deemed as non-responsive and will not be considered for selection. Note that responses of "to be provided upon request" or "to be determined" or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable.



CONTRACT TERMS

NKCAC will enter into a contract term of one year (from the date of contract effective date), with four one-year renewal options.

SELECTION CRITERIA & PROCESS

Selection Criteria

NKCAC will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. NKCAC is not obligated to select the lowest priced bidder. All responses will be evaluated in the following areas:

- Completeness of solution
- Expertise and experience
- Demonstrated customer service quality and support
- Vendor strength and stability
- Financial considerations

Selection Process

All responses will be evaluated as received and included in the following process:

- Review and scoring of the responses and clarification of information as deemed necessary by the evaluation team.
- Final candidates may be asked to take part in on-site interviews and presentations if needed.
- Receive written notice as to whether or not selected for this opportunity.

Finalist Presentations

Interviews and presentations with selected finalists may be conducted if the evaluation team determines they are necessary to make a final selection. Should this step be required, the sessions will take place at the NKCAC Central Office, located at 717 Madison Avenue in Covington, Kentucky, as outlined in the **KEY DATES** table.

KEY DATES

Below is a general timeline outlining the process steps with estimated dates for each step of the process. By participating in the RFP process, service providers agree that they can adhere to the following general timeline and the meeting times they reserve through this process.

Task	Completion Date
RFP Posted	June 1, 2025
Intent to Respond & Deadline to Submit Questions	June 11, 2025
Deadline to Submit Proposals	June 27, 2025
Response Analysis / Finalists Selection	Reviewed by July 9, 2025
Finalist Presentations (if needed)	July 14, 2025
Service Provider Selection / Award Contract	July 18, 2025
"Go Live" Date	August 1, 2025

THANK YOU

The Northern Kentucky Community Action Commission looks forward to reviewing your response and would like to thank you in advance for your participation. The Mental Health Consultation project is very important to our programs and represents an important focus for NKCAC. We appreciate and value your input, expertise, and feedback.