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## Request for Qualifications (RFQ) For Early Childhood Education Assistance Program (ECEAP) Mental Health Consultant

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### RFQ Mental Health Consultant

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Early Childhood Education Assistance Program (ECEAP) Mental Health Consultant

### Contact

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Lynda Buchanan, Office Assistant 3  
Pierce County Human Services  
3602 Pacific Ave, Suite 200  
Tacoma, Washington 98418-6813  
Phone: (253) 798-6526 • Fax: (253) 798-2820  
Email: [PCHS-CAP-Bids@piercecounitywa.gov](mailto:PCHS-CAP-Bids@piercecounitywa.gov)

## **PROGRAM OVERVIEW**

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The Early Childhood Education and Assistance Program (ECEAP) is Washington’s pre-kindergarten program that prepares 3- and 4-year-old children furthest from opportunity for success in school and in life. Since 1985, ECEAP has focused on the well-being of the whole child by providing comprehensive nutrition, health, education, and family support services. ECEAP reaches the children most in need of these foundations for learning.

## **APPLICANT ELIGIBILITY**

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1. The applicant must be licensed through the Department of Health (DOH) as one of the following: mental health counselor, marriage and family therapist, social worker, psychologist, psychiatrist, or psychiatric nurse; **OR**
2. The applicant may be credentialed by the Washington State Office of the Superintendent of Public Instruction as a school counselor, social worker, or psychologist.
3. **Per Governor Inslee’s [Proclamation 21-14.1](#)**, the applicant must be fully vaccinated. Vaccine status will be verified before the contract is awarded. If you have a medical or religious exemption in accordance with Proclamation 21-14.1, please provide documentation of such.
4. Previous experience working with children ages 3 – 5 is preferred.

## **SCOPE OF WORK AND DELIVERABLES**

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PCHS is seeking to establish a contract with a licensed professional to provide mental health consultation for the ECEAP program and its participants in the preschool programs in seven (7) school districts across Pierce County, including Eatonville, Orting, Bonney Lake, Buckley, Sumner, South Hill, and University Place.

The consultant must be available to:

1. Observe and/or screen children regarding behavior, emotional needs, and mental health.
2. Work collaboratively with parents to address their child’s mental health issues.
3. Consult with staff regarding classroom support and interventions for children.
4. Refer children and families to local mental health services.
5. Consult with and train staff as needed on topics, such as:
  - a. Classroom environment, practices, and activities to promote social and emotional development.
  - b. Early identification of behavioral disorders, atypical behavior, and child abuse.
  - c. Specific interventions to address identified behavioral and mental health needs.

## TIMELINE FOR SELECTION PROCESS

ACTIVITY	DATE
RFQ Released	April 12, 2022
<b>Proposal Due</b> all submissions will be submitted to <a href="mailto:PCHS-CAP-Bids@piercecountywa.gov">PCHS-CAP-Bids@piercecountywa.gov</a> before 2:00 P.M PST.	<b>April 27, 2022</b>
Applicant Selected	April 29, 2022

## ANTICIPATED TIMELINE FOR WORK

The contract is anticipated to start May 15, 2022, and end June 30, 2023, based on the 2021-2022 and 2022-2023 school year terms.

## AVAILABLE FUNDING

This position is grant funded, including a portion of the funding being American Recovery Plan Act (ARPA) funding. The County shall award approximately \$10,000 per school year, based on an hourly rate. Continuation of the program is contingent upon the County's receipt of applicable grant funding.

## SCORING CRITERIA

All proposals will be reviewed by County staff for completeness and compliance with the questions specified in this RFP and eligibility.

Responses will be scored as follows:

Criteria	Points Available
Answers to Role Questions	1-10 (each)
<b>TOTAL POINTS</b>	<b>50</b>
<i>Please note, should total points be equal between applicants, lowest hourly rate will be selected as the successful applicant.</i>	

## CONTRACTUAL CONSIDERATIONS AND REQUIRED DOCUMENTS

Unless otherwise submitted during the RFQ process, the successful applicant will be required to submit additional documentation prior to the contract being fully executed. Documents include, but are not limited to:

1. Business licenses (sole proprietors/private organizations).
2. Copy of DOH license.
3. Completed IRS W-9 Form.
4. Certificates of Insurance (COI) and applicable endorsements for applicable insurance requirements to the business structure of the Contractor.
5. Proof of COVID-19 vaccinations.

## **OWNERSHIP OF MATERIAL**

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Proposals and other materials submitted in response to this RFQ become the property of the County, are documents of public record, and will not be returned. By submitting a proposal, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in their proposals.

## **APPLICATION COSTS AND PAYMENT OF CONTINGENT FEES**

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The County is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation, including travel costs to attend meetings of the Evaluation Committee, mandatory training, and/or contract negotiation sessions, are the responsibility of the applicant.

In the event that the applicant's response was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting contract.

## **RIGHT TO REJECT OR NEGOTIATE**

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The County reserves the right to reject any or all applications if such a rejection is in the County's best interest. This RFQ is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the County. The County may withdraw this RFQ at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the County reserves the right to arrange an on-site visit to determine the applicant's ability to meet the terms and conditions of this solicitation.

## **CONTACT INFORMATION**

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If you have any questions regarding the Early Childhood Education Assistance Program (ECEAP), please feel free to contact Social Service Supervisor: Kristin Kenyon (e-mail) [Kristin.Kenyon@piercecounitywa.gov](mailto:Kristin.Kenyon@piercecounitywa.gov) or phone 253-973-4945. DO NOT CONTACT KRISTIN FOR QUESTIONS REGARDING THE RFQ. Please submit all questions regarding this procurement request to the following email [PCHS-CAP-Bids@piercecounitywa.gov](mailto:PCHS-CAP-Bids@piercecounitywa.gov).

<b>Applicant Information – Must Be Completed and Submitted by All Applicants</b>					
Business/Firm Name:					
Applicant Name:					
Address:					
City:		State:		Zip:	
Phone:		Email:			
Attach the following documentation with the application: <input type="checkbox"/> Copy of DOH License <input type="checkbox"/> Copy of Certification(s) <input type="checkbox"/> Copy of COVID-19 Vaccination Card (include any Boosters) <input type="checkbox"/> Current Resume					
What is the hourly rate you charge?		\$		per hour	
<b>Please describe how you would address each of the following requirements of this role?            Each question will receive a score ranging from 1-10, for a total of up to 50 points.</b>					
1. Observe and/or screen children regarding behavior, emotional needs, and mental health.					
2. Work collaboratively with parents to address their child’s mental health issues.					
3. Consult with staff regarding classroom support and interventions for children.					
4. Refer children and families to local mental health services.					

5. Consult with and train staff as needed on topics, such as:
(a) Classroom environment, practices, and activities to promote social and emotional development.
(b) Early identification of behavioral disorders, atypical behavior, and child abuse.
(c) Specific interventions to address identified behavioral and mental health needs.