

EASTERN OREGON UNIVERSITY – REQUEST FOR PROPOSALS

Mental Health Consultant Services for Early Head Start & Head Start

RFP # 2025-26-02

Issue Date: 10/01/2025

Clarifying Questions Due: 10/10/2025

Closing / Submission Date: 10/15/2025(PST)

ISSUING OFFICE / POINT OF CONTACT

Robert Kleng, Director
Eastern Oregon University Head Start – Office of Head Start
One University Blvd, La Grande, OR 97850
Email: rkleng@eou.edu | Phone: 541-786-9025

INTRODUCTION

Eastern Oregon University Head Start (EOUHS) is issuing this Request for Proposals (RFP) to contract with a licensed Mental Health Consultant to support our Early Head Start and Head Start programs during the 2025–2026 school year.

EOUHS serves children ages 0–5 and their families across rural Eastern Oregon. Our mission is to foster school readiness by supporting the growth and development of children through high-quality, family-centered services.

The selected consultant will provide program-wide mental health consultation, staff training, family engagement support, and consultation on children's individual needs in alignment with the Head Start Program Performance Standards (HSPPS).

AGENCY OVERVIEW

Eastern Oregon University Head Start is a comprehensive early learning program providing:

- Head Start preschool services (children ages 3–5)
- Early Head Start (pregnant women, infants, and toddlers)
- Family services and case management
- Health, nutrition, and disability supports

EOUHS is an integral part of Eastern Oregon University, Oregon's Rural University, committed to serving rural communities with high levels of need, limited access to services, and diverse cultural and socioeconomic backgrounds.

SOLICITATION PROCEDURES

This RFP will become part of the Contract between EOU and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the EOU's terms and conditions.

General RFP provisions and EOU's General Terms and Conditions at Eastern Oregon University are available at:

<https://www.eou.edu/busserv/files/2025/02/EOU-Standard-Terms-and-Conditions-FIN-2024-12-09-v2.pdf>

It is the proposer's responsibility to review the provisions and terms & conditions before providing a response. It will be the responsibility of potential proposers to refer daily to the Oregon Public Universities Shared Resources website (www.orpu.org) or the Oregon Buys website <https://oregonbuys.gov/bsa/> to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Proposals ("RFP")

ADDITIONAL INFORMATION

EOU reserves the right to:

- Reject any or all proposals.

- Request additional information from proposers.
- Modify the scope of work.
- Award the contract in a manner deemed in the best interest of EOU.

PROPOSAL SUBMISSION

All proposals must be received on or before the Closing / Submission Date indicated above.

Submission Method: Electronic submission via email – attach one original of the proposal response (one PDF document preferred). Email subject line must be: “Response to RFP #2025-01 – Mental Health Consultant.” Proposals delayed or lost due to email system filtering or failures may be considered at EOU’s sole discretion. It is the responsibility of the Proposer to ensure that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.**

Additional Submission and Contract Information:

Proposals are subject to Public Records requests. Proposals are deemed confidential until the “Notice of Intent to Award” is issued. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.501(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

ISSUING OFFICE

All correspondence regarding this RFP must be in writing and directed to the Issuing Office / Point of Contact:

Robert Kleng
Director, Eastern Oregon University Head Start – Office of Head Start
One University Blvd, La Grande, OR 97850
Email: rkleng@eou.edu | Phone: 541-786-9025

SCHEDULE OF EVENTS

- Issue Date: 10/01/2025
- Clarifying Questions Due: 10/10/2025
- Closing / Submission Date: 10/15/2025 (PST)
- Anticipated Award Date: 11/1/2025
- Contract Start Date: November 2025

PROPOSAL REQUIREMENTS

Proposals must include:

- Letter of Interest.
- Resume or CV.
- Detailed fee proposal (hourly or flat rate, inclusive of travel and incidental costs).
- Three client references with contact information.
- Completed Bidder/Proposer Tax Laws and Non-Discrimination Certification (Exhibit A).
- Proposer's Federal Tax Identification Number and Secretary of State Corporation Division Business Registry number (or an explanation if not required to be registered in Oregon).

SCOPE OF WORK

The Consultant shall provide services that include, but are not limited to:

- Consult with EOUHS leadership on development of the program's annual mental health services plan, education materials, and policies.
- Provide classroom observations in all centers at least once per year, offering staff technical assistance, education, and support strategies.
- Provide mental health consultation to families upon request, including referral support and resource navigation.
- Deliver at least three staff training sessions per year on identification of child mental health concerns, trauma-informed care, and emergent topics.
- Support teachers and home visitors in strategies for positive behavior support and classroom management.
- Integrate and model practices from Conscious Discipline, EOUHS's evidence-based social emotional and behavior intervention curriculum. All consultation and training should be

- aligned with Conscious Discipline methodology.
- Work with the EOUHS Education Mentor to develop and deliver New Hire Training focused on social-emotional development, trauma-informed practice, and Conscious Discipline implementation.
- Provide classroom- and center-level coaching, as assigned by the EOUHS Education Director, to support staff skill-building and fidelity to Conscious Discipline and Head Start Program Performance Standards.
- Collaborate with Inclusion Services staff, practice-based coaches, and community partners to support children with behavioral or developmental challenges.
- Provide consultation and education to families on parenting, mental health, and social-emotional wellness.
- Maintain records of consultations and interventions in ChildPlus or other designated systems.
- Attend Leadership meetings as requested (minimum of two per year).
- Report suspected or known child abuse and neglect in compliance with applicable laws.

CONSULTANT QUALIFICATIONS

- Licensed or certified mental health professional in the State of Oregon (documentation required).
- Minimum of three years' experience working with preschool-age children and families.
- Prior experience with Head Start or programs serving similar populations preferred.
- Expertise in Conscious Discipline is required; preference will be given to consultants who are Certified Conscious Discipline Instructors or Master Trainers.
- Ability to provide a minimum of \$750 consulting hours between August 2025 and June 2026.
- Enrolled in the Oregon Central Background Registry.
- Valid Oregon driver's license and ability to travel to multiple sites.

QUESTIONS TO ANSWER

Proposers should respond to the following prompts as part of their proposal -25 points:

- What two factors are most critical to a successful Head Start mental health consultation partnership?
- How will you integrate Conscious Discipline into training, classroom practice, and family engagement to ensure fidelity and measurable outcomes?
- Provide a sample timeline/work plan for the 2025–2026 school year that includes staff trainings, classroom/center coaching cycles, and documentation practices.
- Describe your approach to culturally responsive, trauma-informed care in rural communities.
- Provide an example (de-identified) of a report or plan you have delivered that evaluates child/classroom needs and recommended strategies.

Question Scoring Rubric (per question, 0–5 points)

-5 points (Excellent): Response is comprehensive, specific, and demonstrates clear, measurable strategies or examples directly relevant to Head Start.

- 4 points (Strong):** Response addresses the question with relevant detail and examples, but may lack some specificity or measurable strategies.
- 3 points (Adequate):** Response addresses the question generally, but lacks depth, measurable detail, or clear Head Start application.
- 2 points (Limited):** Response is vague, incomplete, or only partially addresses the question.
- 1 point (Weak):** Response is minimal, unclear, or not well connected to Head Start needs.
- 0 points:** No response or not applicable.

EVALUATION AND SELECTION CRITERIA – TOTAL POINTS 100

- Experience and Expertise-25 points
 - 25 points: 5+ years with Head Start or similar populations; clear knowledge of HSPPS
 - 15 points: 3–4 years of relevant experience; some familiarity with HSPPS
 - 5 points: Less than 3 years, limited knowledge of HSPPS
- Conscious Discipline Expertise – 20 points
 - 20 points: Certified Instructor or Master Trainer with documented training experience
 - 15 points: Extensive experience implementing Conscious Discipline but not certified
 - 10 points: General familiarity with Conscious Discipline
- Training & Coaching Capacity – 15 points
 - 15 points: Documented experience leading staff training, coaching cycles, and new hire onboarding
 - 10 points: Some experience but limited to one area (training or coaching)
 - 5 points: Minimal relevant experience
- Credentials & Qualifications – 15 points
 - 15 points: If minimum qualifications met
 - 0: Minimum qualifications not met
- Cost Proposal -10 points
 - 10 points (lowest bid receives full points; within 10% of lowest = 7 points; within 20% = 5 points; more than 20% higher = 0 points)
- References - 5 points
 - 5 points: If 2 are provided
 - 2 points: If one is provided
 - 0 points: If not provided
- Responses to Questions Section – 25 points (as assigned above)
- points TOTAL: 115

GENERAL PROVISIONS

This RFP is subject to Eastern Oregon University's General RFP Provisions. By submitting a proposal, the Proposer agrees to be bound by the terms of this RFP, the Proposer's response, and EOU's Terms and Conditions. The successful contractor shall commence no work until insurance requirements have been met, the protest period has passed, any protests are resolved, a contract has been fully executed, and a Notice to Proceed has been issued.

EXHIBIT A

BIDDER/PROPOSOR TAX LAWS AND NON-DISCRIMINATION CERTIFICATION

I, the undersigned, have read all of the terms and conditions of this Request for Bid, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

Business Designation (check one):

- | | |
|--|--|
| ☐ Corporation | ☐ Partnership |
| ☐ Sole Proprietorship | ☐ Governmental/Non-Profit |
| ☐ Limited Partnership | ☐ Limited Liability Partnership |
| ☐ Limited Liability Company | |

MWESB Certification

For statistical purposes only, please indicate if your firm is certified in Oregon as one of the following:

- ☐ Emerging Small Business (ESB)
- ☐ Minority-owned Business Enterprise (MBE)
- ☐ Women-owned Business Enterprise (WBE)
- ☐ Service-Disabled Veteran-owned Small Business (SDV)
- ☐ Disadvantaged Business Enterprise (DBE or ACDBE)

Certificate of Compliance with Tax Laws

I, the undersigned, (check one)

- ☐ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax laws,
- ☐ hereby certify under penalty of perjury that I am authorized to act on behalf of Contractor and, to the best of my knowledge, Contractor is not in violation of any Oregon tax laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____ Phone: () _____

Email: _____ Fax: _____