



260 Victory Lane
Springdale, AR 72764
(479) 872-7479
www.eoawc.org

REQUEST FOR PROPOSAL
Mental Health Services to be Provided at EOA Children's House
July 12, 2018

I. INTRODUCTION

1. About Economic Opportunity Agency of Washington County, Inc. (EOA) (dba EOA Children's House)

- a. The purpose of EOA Children's House is:
 - i. to provide a safe place for very young children to overcome the trauma of abuse and/or neglect regardless of social, racial, religious, ethnic or economic background;
 - ii. to foster an environment where abused and neglected children receive education, therapy and care to give them the opportunity to succeed in their educational careers; and
 - iii. grow up to become productive members of society.
- b. EOA, Inc., a private, non-profit corporation with the mission of empowering children and families to learn, connect, and succeed. EOA founded EOA Children's House program in 1978 to aid this underserved section of our population regain their full potential to become productive members of society who will positively contribute to the greater community and the region's economy.
- c. EOA Children's House currently facilitates and coordinates early childhood education and therapeutic child development and crisis intervention services for children ages six weeks through five years of age who have been abused, neglected and/or have faced adverse childhood experiences. To maximize the therapeutic benefits to child victims of abuse, EOA Children's House provides a friendly, home-like environment with specialized services ranging from psychological, physical, speech and occupational therapies to early childhood development and education. Offering this comprehensive package of service in a single location spares children from having to travel to multiple locations to meet their developmental and social needs in order to overcome the trauma of abuse and/or developmental deficits caused by neglect.

2. Conditions of Use and Confidentiality:

- a. All information contained in this RFP is strictly confidential and should therefore, only be disclosed or distributed to those principals, agents and/or employees of the contractor who are directly involved in the preparation of a response.



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- b. This document is to serve as a tool for the contractor in development of a specific and exclusive response to EOA and shall not be used by the contractor for any other purpose.
- c. Title to and exclusive use of any and all trade secrets and other intellectual property shared at any time with contractor in relation to this RFP, or at any other time and by any other means, remain solely and indefeasibly vested with EOA.

The contractor shall not provide any of the information contained in this document or attachments to any other contractor, individual or organization, without specific written permission from the single point of contact with EOA for this RFP, Mrs. Delia Anderson Farmer, Executive Director of EOA. Unauthorized release of information may be cause for disqualification of the offending organization from possible contractor selection and may impose additional civil liability or criminal penalties.

- d. EOA reserves the right to share with its representatives, agents and any contracted consultant, summaries of all responses to this RFP and any subsequent informational or contractual documents. Individual and identifiable responses from contractors will not be shared with third parties.

3. RFP Format and Purpose:

- a. Contractors shall address ALL aspects of the RFP and define methodologies in achieving the scope of services in Article III §1(a)-(f) to be eligible for consideration.
- b. Inquiries and proposals should be directed to:
EOA of Washington County, Inc.
Attn.: Mrs. Delia Anderson Farmer
614 E. Emma Ave., Ste. M401
Springdale, AR 72764
Office Phone: 479-872-7479
Email: dfarmer@eoawc.org
Website: www.eoawc.org
- c. An informational meeting is scheduled for Thursday, July 19th at 10:00 A.M. at The Pat Walker Center for Children, 260 Victory Lane, Springdale AR 72764. No individual walkthroughs or meetings will be entertained.
- d. **Complete proposals must be personally delivered, e-mailed, or received by mail no later than 4:00 P.M. on Friday, July 27th, 2018.**



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II. IMPORTANT DATES AND TIMELINE

July 12, 2018	REQUEST FOR PROPOSAL posted on www.eoawc.org Website, newspaper, and emailed to interested applicants.
July 12-25, 2018	Written questions regarding the Request for Proposal can be submitted via e-mail to: dfarmer@eoawc.org
July 19, 2018	Walk-through at the Pat Walker Center for Children/EOA Children's House (260 Victory Lane, Springdale, AR 72764) with interested providers at 10:00am.
July 12-July 27, 2018	Application questions and answers will be posted periodically on EOAWC website. Individual replies are not allowed during the RFP process.
July 27, 2018	PROPOSAL SUBMISSION DEADLINE: 4:00 P.M. Submit Proposals via email to: dfarmer@eoawc.org
July 27- August 1, 2018	Proposal Review and Selection
August 1-8, 2018	Notifications and Contract Acceptance
August 8, 2018	Project start date



III. SUMMARY STATEMENT

1. In keeping with EOA's bylaws, all contractor goods and services must be evaluated through a bidding process. This policy increases the likelihood that the children entrusted to our care will receive the highest quality of treatment and rehabilitative therapy. To streamline the facilitation and delivery of these therapy services, third party source(s) shall be retained to provide all mental health, physical, occupational and speech therapies provided at EOA Children's House.
2. The purpose of this RFP is to identify contractors to provide these services and to give them an opportunity submit a proposed therapy and business model which will benefit the children, contractor(s) and EOA Children's House.
3. All contractors are requested to submit a response for the provision of the stated therapeutic services. Preference will be given to providers who are familiar with Conscious Discipline and are able to offer a variety of intervention models, including Child-Parent Psychotherapy.

IV. REQUIRED PROPOSAL CONTENT

1. Scope of Services:
 - a. The therapeutic services provided at EOA Children's House are on a frequent and recurring basis, requiring multiple sessions over a period of months or even years for each child.
 - b. Each child will receive a series of evaluations upon enrollment at EOA Children's House to determine their psychological and physiological health and identify any developmental and educational deficits. These initial evaluations form the baseline upon which each child's educational and therapeutic treatment program are developed.
 - c. The therapy provided to the children is primarily in a one-on-one environment, although some group and/or family therapy sessions may be part of each child's treatment plan as the children make progress in their healing and educational process.
 - d. Plans are evaluated and modified on no less than a quarterly basis for each child.
 - e. EOA Children's House operates in The Pat Walker Center for Children (Center), which currently works with a daily client population of 88 children.
 - f. The Center has dedicated spaces, infrastructure and equipment specifically designed for the provision of mental health, physical, occupational and speech therapies. Therapists coordinate the children's daily, therapy session schedules with EOA Children's House staff to aid the formation of each child's treatment plan. Mental Health Paraprofessionals (MHPPs) work daily with the children alongside EOA Children's House therapists, teachers and other EOA staff.



2. Specific Requirements - All proposals must contain the following information:
- a. Therapy Delivery Plan. A complete description of the job including how the following key steps will be implemented:
 - i. Assessment, treatment and coordination methodology of efforts with EOA Children's House staff to maximize the recovery outcomes of each child.
 - ii. Communication strategy with EOA agents and staff.
 - iii. Applicable work schedule.
 - b. A schedule identifying expected completion dates for mandatory steps (example: assessments, treatment plans) related to each child's treatment program.
 - c. A payment structure and schedule identifying the compensation contractor will provide to EOA Children's House based on the following proposed schedule of rental and licensing fees and surcharges.

CONTRACTORS PLEASE NOTE: EOA will take into consideration during the bid award process any suggested increases or decreases by the contractors to the items in this proposed fee schedule, or the contractor's proposed elimination of items in this proposed fee schedule:

- i. Space Rental Fee, **\$13.79** per sq/ft, annually;
Information/Communication Technology access and maintenance
Surcharge of **\$75.00**, per month;
- ii. Contractor shall be granted access to other areas of EOA Children's House, as determined by EOA, at no additional cost to Contractor.
- d. This compensation is valuable consideration provided by contractor in exchange for the following valuable consideration being provided to contractor from EOA Children's House:
 - i. The convenience, benefit and opportunity for contractor to be granted unlimited access to children enrolled at EOA Children's House who qualify for the therapeutic service(s) provided by the contractor, subject to Arkansas state laws and regulations;
 - ii. The convenience and benefit to contractor to use EOA's therapy spaces, office and classroom spaces and furnishings to conduct business;
 - iii. The convenience and benefit to contractor to use other EOA resources and other EOA amenities to conduct business.

- iv. The convenience and benefit to contractor to access and use of EOA technology systems and other infrastructure and access to EOA personnel infrastructure, knowledge, skills and experience for the planning and coordination of therapeutic service(s).
 - v. The convenience and benefit to Contractor of being associated with the significant public and professional goodwill EOA Children's House has built in Arkansas since 1978.
 - e. Biosketch and work history of principal professionals who were involved in assembling the submitted proposal.
 - f. A general description of contractor qualifications and history of the firm.
 - g. References demonstrating a track record of experience in the application of therapeutic disciplines the contractor wishes to provide to children enrolled at EOA Children's House. References should include agencies which have contracted these same therapeutic services from contractor. Please include names, addresses, telephone numbers and a brief description of therapeutic services provided.
 - h. Biosketch, work history and professional licensure of proposed team to provide therapeutic services.
 - i. Any additional information that the contractor deems appropriate.
3. Deliverables - The project deliverables include:
- a. Monthly report which includes number of children receiving therapy and total number of treatment hours delivered at EOA Children's House.
 - b. Participation in staffing meetings as deemed helpful and appropriate by Contractor and EOA for children receiving services from Contractor at EOA Children's House.

V. CONTRACTOR SELECTION PROCESS AND PROPOSAL EVALUATION

- 1. EOA will evaluate all proposals. Two or three finalists may be requested to make oral presentations to an evaluation team. The evaluation team will recommend one of the finalists for final contract award. It is anticipated that finalization of all service contracts will be made by August 8th, 2018.
- 2. Proposals will be evaluated utilizing the criteria summarized below:
 - a. Qualifications, background and prior experience of the firm in conducting similar work.
 - b. Content and technical approach and understanding of the scope of the work to be conducted at EOA Children's House.



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- c. Overall therapeutic service design and methodology.
 - d. Payment package outlined in Art. III, §2(c) to be provided to EOA Children's House by contractor as consideration for a contractual agreement to provide proposed therapeutic services.
3. EOA reserves the right to reject any and all proposals should it be deemed in its best interest to do so. The subsequent contractual agreement entered into between the parties will control the relationship between EOA and contractor and will supersede any express, apparent or implied rights or agreements in this RFP.