

RCS HEAD START: MENTAL HEALTH CONSULTANT CONTRACT

Regional Consolidated Services is requesting written quotes for **Mental Health Consultants** to provide contracted services & oversight to the Head Start Program for the **2025-2026** program year. This contract has the option for two annual renewals. RCS Head Start is a comprehensive preschool program that provides services to young children and their families in six centers located throughout Alamance and Randolph Counties. All interested parties must submit written quotes for contract service no later than September 19, 2025.

Mental Health Consultant Services – Scope of Work:

The services described must be performed by a Registered Mental Health Consultant to enable Regional Consolidated Services Head Start to provide quality mental health services to program recipients under Head Start Performance Standards:

- In accordance with 1304.24: Contractor will conduct classroom observations to assess each class as a whole and identify individual problems that may need further attention. The Contractor will spend at least one hour per classroom conducting initial observations in each classroom. Group Observations will be conducted within 45 days of the child's first day with Regional Consolidated Services Head Start program.
- In accordance with 1304.24: Contractor will discuss and identify with parents appropriate responses to their child's behaviors.
- In accordance with 1304.24(a) (l) (v): Contractor will help parents to understand mental health issues.
- In accordance to 1304.24(a) (l) (vi): Contractor will support parents' participation in any needed mental health interventions.
- In accordance with 1304.23 (c)(6): Contractor will provide on-site mental health services of regular schedule consultations involving the mental health professional, program staff, and parents. Scheduled on-site visits are required *(2-4 hours per week for JSS, CR & HSJ. 1-2 hours per week for HSS, ESHS, & GR).*
- In accordance with 1304.24 (a) (3) (iii): Contractor will assist in providing special help for children with atypical behavior or development.
- In accordance with 1304.24 (a) (3) (iv): Contractor will utilize other community mental health resources, as needed.

The Contractor Will:

- Work closely with the Family Advocates to encourage parent attendance for training.
- Work closely with the Child Development Coordinators to ensure that teachers implement recommendations made during mentoring sessions
- Provide documentation for teaching staff implementing a written behavior plan for a child or other recommendations made by the consultant.
- Forward all documentation completed during observations, mentoring and training to the Mental Health Coordinator within 10 working days using the appropriate form as needed.
- Direct any concerns or questions to the Mental Health Coordinator.
- Comply with Equal Opportunity Employment rules and regulations. 11246, "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Head Start Locations:

- Janice S. Scarborough Head Start (JSS), 615 Gunn Street, Burlington, NC 27217, which consists of eight (8) classrooms.

- Head Start Junction (HSJ), 421 Alamance Road, Burlington, NC 27217, which consists of five (5) classrooms.
- Graham Head Start (GR), 620 Ray Street, Graham, NC 27253, which consists of two (2) classrooms.
- Connie Redding Head Start (CR), 118 Virginia Avenue, Asheboro, NC 27203, which consists of six (6) classrooms.
- Head Start Station, (HSS), 7279 Jordon Road, Ramseur, NC 27316, consists of one (1) classroom.
- East Side Head Start (ESHS), 624 Brewer Street Asheboro, NC 27203, consists of two (2) classrooms

The Consultant shall not be entitled to participate in any of the Agency's benefits, including without limitation any health or retirement plans. The Consultant shall not be entitled to any remuneration, benefits, or expenses other than as specifically provided for in this Agreement. RCS shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of the Consultant. All such costs shall be the Consultant's responsibility.

All interested parties must submit written quotes for review no later than September 19, 2025. To submit a written quote, complete the section below and email to the Mental Health & Disabilities Coordinator, TeyJa Siler: TSiler@REGIONALCS.ORG

If you have any questions about the position, contact the Mental Health & Disabilities Coordinator TeyJa Siler: 336-629-5141

Mental Health Consultant – Written Quote for Contract Services			
By submission of this proposal, the company certifies that, in the event they receive an award under this solicitation, they shall operate in accordance with all applicable current Head Start regulations.			
NAME OF COMPANY:		FEDERAL ID NUMBER:	
STREET ADDRESS:		TELEPHONE NUMBER:	
CITY:	STATE:	ZIP:	
PROPOSED HOURLY RATE QUOTE:		PROPOSED MILEAGE QUOTE:	
IN-KIND DONATION QUOTE (OPTIONAL):			
PRINT NAME OF AUTHORIZED REPRESENTATIVE:		TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:		DATE:	

This institution is an equal opportunity employer