



Mexican American Opportunity Foundation
Empowering Families from Child to Senior

Request For Proposal (RFP) RFP 25-008

Disabilities Consulting Services

August 31, 2025

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), operated under a non-profit agency, is seeking Bids from highly qualified **Board-Certified Consultants** with expertise in providing, Disabilities Consultant Services through a competitive bid process. Pricing shall remain firm & flat for three (3) years, however, price may be adjusted annually, after 12 to 24 months of service based on the percent change of the Consumer Price Index (CPI). The initial terms shall include one (1) additional option year extension, subject to annual review of performance and availability of grants.

This process requires Consultants to submit a proposal that includes a complete bid for the "Scope of Work" outlined below, resume, hourly rate, and three references.

All correspondence or contact with MAOF regarding this request must be submitted in writing to Procurement@maof.org.

To download the RFP, Proposers must go to the webpage: www.maof.org, under About section/Procurement to look for the RFP. Proposals delivered in person must be received at our Administrative Office located at 401 North Garfield Avenue, California 90640. Courier or email proposals shall be sent to MAOF as directed below. Proposal should be clearly marked: "**RFP No. 25-008 Disabilities Consulting Services**" on the outside of the envelope. Emailed proposals shall be sent to procurement@MAOF.org with Disabilities Consulting Services" in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of MAOF to accept or reject any or all proposals and to waive any informality in any proposal received.

For courier, please mail to:

Mexican American Opportunity Foundation (MAOF)
Attn: Procurement Department
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600

For emailing purposes, please send to: procurement@maof.org.

To request this RFP packet for this solicitation to be sent to you, please contact Procurement at Procurement@maof.org.

Respectfully,

MAOF
Procurement Department

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Introduction

The Mexican American Opportunity Foundation (MAOF) is a non-profit, community-based organization that was established in 1963 in order to serve disadvantaged individuals and families in the Los Angeles area. MAOF is the largest Latino-oriented, family services organization in the United States, and has achieved this status by providing high quality social services and programs to those communities where the need is the greatest.

Mission Statement: “The mission of the Mexican American Opportunity Foundation (MAOF) is to provide for the socio-economic betterment of the greater Latino community of California, while preserving the pride, values and heritage of the Mexican American culture. This is accomplished through programs in early childhood education and family services, job training, and senior lifestyle development throughout the multi-cultural communities served by MAOF.” MAOF is joined in this mission by government agencies, public and private foundations, and Corporate America.

Early Head Start & Head Start: The Early Head Start & Head Start Programs serve pregnant women and children 0 to 5 year-old and low income families. The children receive educational, social development, medical, dental, vision and hearing screenings as well as other evaluations and services pertinent to a healthy, well-rounded child. Through parent skill building and curriculum understanding workshops, parents are provided valuable information for their role as the primary caregivers and educators of their children. This service is provided in both English and Spanish.

1.0 OBJECTIVE

To provide professional training, technical assistance, and onsite coaching to staff and families by promoting child wellness and disabilities services in accordance with the Early Head Start and Head Start Programs.

The Consultant shall commence performance of this agreement on the 1st day of September 2025 and shall complete performance to the satisfaction of the agency no later than the 31st of August 2028 – a duration of three (3) years contract term. The initial terms shall include one (1) additional option year extension, subject to annual review of performance and availability of grants.

2.0 STATEMENT OF WORK

See ATTACHMENT-A (see page 8)

3.0 PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer will be the most advantageous to MAOF in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

MAOF reserves the right to:

- a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential candidate, when it is in the Agency's best interest; and
- b. Accept other than the lowest priced offer.

The proposal shall:

- a. Include the completed Clinician Consultant Bid Submittal Services per Rate Worksheet on Exhibit-A. Costs must be identified as per hourly rate. Contractor's rates shall remain firm and fixed for the term of the contract. The contract (hourly, daily, monthly, Unit Rate, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County-San Bernardino- Contra Costa Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed 3% percentage of the general rate granted to the consultants.

Early Head Start and/or Head Start is required to match a portion of the Federal funding it receives. Copy of Licensed Clinician Consultant Professional License or Certification. Please indicate in the In-Kind Match column any donation you would be willing to make to the program. Examples of in-kind match donations are: staff training, driving time, advisory committee time, donated program materials, etc.

- b. Provide at least three current client references for which you have performed similar work. References should include contact name, address and telephone number.
- c. Complete and return rate worksheet, ATTACHMENT-C as Consultants proposed, along with other documentation and references.
- d. Two (2) sets of copies of proposals, including rate worksheet and vendor information shall be submitted via **courier or email marked: "RFP NO. 25-008, Disabilities Consulting Services"** or via **courier to:**

PLEASE DELIVER TO:

Mexican American Opportunity Foundation (MAOF)
Attn: Procurement Department
401 N. Garfield Avenue
Montebello, CA 90640
T: 323-278-3600
Procurement@maof.org

DEADLINE FOR SUBMISSION: This RFP will be open ongoing, until positions are fulfilled.

4.0 CRIMINAL BACKGROUND CHECK

The Disabilities Consultant works with Early Head Start and Head Start children, families and staff and must provide the following information to be kept on file at the Head Office: An up to date resume, a copy of all applicable professional licensure and insurance, a copy of a valid drivers' license, a current physical exam and tuberculosis skin test (TB) and a notarized "Affidavit of Good Moral Character" form. They must also undergo a local criminal record check from the Sheriff's Department in their county of residence as well as a state/national Level II Background Check Live Scan clearance letter.

Qualified candidate will be required to submit the following documents prior to entering into an agreement with MAOF.

- W-9
- Professional Liability Insurance
- Written statements regarding Worker's Compensation Insurance
- Vehicle Insurance
- California Driver's License

The Disabilities Services Consultant must possess good communication skills (verbal and written). He/she must have the ability to establish working relationships with children, families, staff members and adults from a wide variety of educational and socio-economic backgrounds. They must also have knowledge of a wide variety of community resources and ability to establish working relationships with staff members of nutrition related agencies and institutions.

5.0 INVOICING/BILLING

Invoice of Disabilities Consulting Services contactor time and services will be given to the Disabilities Coordinator on the first of each month. Payment for services rendered will be made 30 calendar days from date of submitting monthly accountability service summary and invoice to Health Coordinator.

6.0 SCHEDULE OF EVENTS

Release of RFP 08/31/2025
Questions & Answers contact the Procurement Department
Deadline for submission: Until Positions are filled

7.0 INQUIRIES

Questions regarding this RFP are to be submitted to Procurement@maof.org with “**RFP No. 25-008, Disabilities Consulting Services**” in the subject line. Questions regarding this RFP will only be accepted by email.

8.0 TERMINATION

8.1 This contract may also be terminated by the MAOF in the event that the project is permanently abandoned, as determined in the sole discretion of the MAOF. The MAOF may terminate the contract in whole or in part whenever the MAOF determines, in its sole discretion that such termination is in the interests of the MAOF. Whenever the contract is terminated in accordance with this paragraph, the consultant(s) shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the MAOF at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the MAOF.

8.2 In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty (30) days after receiving notice specifying the breach. The MAOF reserves the right to terminate without warning in the event of critical and/or material breach of contract.

9.0 HOLD-HARMLESS AND IDENTIFICATION

The successful Consultant shall be liable for any injury, damage or loss occasioned by negligence or omission of the successful Consultant, its agents, or any other person the successful Consultant has designated to visit MAOF property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. The Consultant's obligation under this section shall not extend to any.

10.0 CONFIDENTIALITY

10.1 Confidential Information. Under this Agreement, “Confidential Information” refers to any and all information of a Party (“Disclosing Party”) that has been disclosed to the other Party (“Receiving Party”), which is designated in writing as confidential, proprietary, or secret or under the context of its disclosure ought to reasonably be considered as confidential. Confidential Information includes, but is not limited to, all information concerning a Party’s existing business, business systems, business plans and information systems, trade secrets, prices, and pricing information.

10.2 Use of Confidential Information. Each Party will comply with all laws and regulations that apply to use, transmission, storage, disclosure, or destruction of Confidential Information. Both Parties agree to hold the other Party’s Confidential Information in strict confidence. Consultant agrees not to use Company’s Confidential Information in any way, except as expressly permitted by or required to achieve the purposes of this Agreement, and Company agrees to use Consultant’s Confidential Information solely for the purpose of performing the Services. Both Parties agree to use all reasonable efforts to protect unauthorized use or distribution of Confidential Information and the Receiving Party agrees to use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the Disclosing Party as the

Disclosing Party uses to protect its own Confidential Information. The Receiving Party further agrees not to disclose or permit any third party access to the Disclosing Party's Confidential Information, except such disclosure or access will be permitted in order to perform the Services provided under this Agreement. Each Party agrees to ensure that its employees, agents, representatives, and contractors are advised of the confidential nature of the Confidential Information and are precluded from taking any action prohibited under this Agreement.

11.0 SERVICE LOCATIONS

EARLY HEAD START & HEAD START:

- (1) 5900 S. Eastern Avenue,
Suite 186
Commerce, CA 90040
- (2) 2650 Zoe Avenue,
Suite 250
Huntington Park, CA 90255

ATTACHMENT-A

“STATEMENT OF WORK”

RFP NO. 25-008, Disabilities Consulting Services

Disabilities Consultant will conduct observations and facilitate the development and implementation of behavior support plans for children with special needs in the MAOF Head Start/Early Head Start Program

Disabilities Consultant must be a Board-Certified Behavior Analyst or Credentialed in Pupil Personnel Services.

Consultant shall be responsible to provide services, which include:

- Consultation regarding children with special needs.
- Conduct observations and provide guidance regarding individualization in the learning environment.
- Meet with staff to discuss needs and intervention strategies.
- Provide recommendations for environmental modifications, as needed.
- Provide modeling and coaching
- Facilitates the development of action plans
- Facilitate reflective conversations
- Support site implementation of action plans
- The Contractor will work directly with the child and staff to implement the strategies directly.
- Provide parent education seminars or workshops as needed.
- Compliance with requirements of the Federal Head Start Performance Standards.
- Consultation meetings will be included in the consultation time contracted.
- Services will be performed in English and Spanish, depending on the language most comfortable for the client.
- Provide Parent Education seminars or workshops as needed.

ATTACHMENT-B

RATE WORKSHEET

RFP NO. 25-008, Disabilities Consulting Services

1ST YEAR: _____ .00 _____ HOURLY RATE

2ND YEAR: _____ .00 _____ HOURLY RATE

3RD YEAR: _____ .00 _____ HOURLY RATE

NOTE: The contract (hourly, daily, monthly, Unit Rate, etc.) amount on 2nd & 3rd year may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed 5% percentage of the general rate granted to the consultants.

ATTACHMENT-C

“VENDOR IDENTIFICATION”

RFP NO. 25-008, Disabilities Consulting Services

(Must be completed and returned to MAOF)

Company/Individual's Name:			
Doing Business As (DBA):			
Company Federal ID# or Social Security No.:			
Address:			
Remit To Address:			
Telephone:			
Fax:			
Email:			
Web address:			
Main Contact Person:			
Person responsible for response (if different):			
Print Name	Title	Authorized Signature	Date