



Mexican American Opportunity Foundation

Request For Proposal (RFP) RFP 25-007 (Addendum#1) Mental Health Consultant Services

August 28, 2025

Mexican American Opportunity Foundation (hereinafter alternately "MAOF"), operated under a non-profit agency, is seeking Bids from highly qualified **Licensed Clinician Consultants** with expertise in providing, Mental Health Services, through a competitive bid process. Pricing shall remain firm & flat for three (3) years, however, price may be adjusted annually, beginning 12 months after the contract effective date 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. Our office is 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. 25-007 Mental Health Consultant Services**" on the outside of the envelope. Emailed proposals shall be sent to procurement@MAOF.org with "Mental Health Consultant Services" in the subject line. 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

Table of Contents

INTRODUCTION	3
OBJECTIVE	4
STATEMENT OF WORK (SEE ATTACHMENT-B).....	4
PROPOSAL SUBMISSION.....	4/5
CRIMINAL BACKGROUND CHECK.....	5
INVOICING/BILLING	5
SCHEDULES OF EVENTS	5
INQUIRIES	6
TERMINATION	6
HOLD-HARMLESS & INDEMNIFICATION.....	6
SERVICE LOCATIONS.....	7
ATTACHMENT-A (RATE WORKSHEET).....	8
ATTACHMENT-B (STATEMENT OF WORK).....	9
ATTACHMENT-C (VENDOR INFORMATION)	10

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 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 training, technical assistance, and onsite consultation to staff and families by promoting child wellness and mental health services in accordance with the Early Head Start and Head Start Programs.

The Licensed Clinician 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. 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-B

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 Rate Worksheet on Exhibit-A. Costs must be identified as per the hourly rate. Contractor's rates 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.

Early Head Start and/or Head Start must 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 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 the rate worksheet, Attachment-A, as the Consultants proposed, along with other documentation and references.
- d. Two (2) sets of copies of proposals, including rate worksheet, shall be submitted via **courier or email**, marked: **"RFP NO. 25-007, Mental Health Consultant 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 on an ongoing basis until positions are fulfilled.

4.0 CRIMINAL BACKGROUND CHECK

The Mental Health 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.

A 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 Mental Health 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 the ability to establish working relationships with staff members of nutrition-related agencies and institutions.

5.0 INVOICING/BILLING

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

6.0 SCHEDULE OF EVENTS

Release of RFP 08/31/2025

Questions & Answers: Please 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. 25-007, Mental Health Consultant 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 a critical and/or material breach of contract.

9.0 HOLD-HARMLESS AND INDEMNIFICATION

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, and 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

- Los Angeles County
- Riverside County
- San Bernardino County
- Contra Costa County

12.0 CONFLICT OF INTEREST AND DISCLOSURE

Each Party represents that no conflict of interest exists that would interfere with its obligations under this Agreement. Each Party agrees to promptly disclose in writing any actual or potential conflict of interest that arises during the term of this Agreement. Failure to disclose a conflict of interest shall constitute a material breach of this Agreement.

EXHIBIT-A

RATE WORKSHEET

RFP NO. 25-007, Mental Health Consultant 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-B

RFP NO. 25-007, Mental Health Consultant Services (Addendum#1)

STATEMENT OF WORK

The type of Mental Health Consultant Services shall be determined by the mutual agreement between the Early Head Start & Head Start Project Director or Designee and the Mental Health Services Consultant. Areas of consultation services shall include but are not limited to:

- Consultation regarding emotionally/behaviorally challenged children.
- Classroom observations, including written reports. The focus shall be on the child/adult interactions and promoting a positive social emotional atmosphere.
- Identification of children with emotional/behavioral adjustment problems. This will involve behavioral observations and staff consultation.
- Implementation and evaluation of therapeutic programs and activities for children with emotional/behavioral adjustment problems. This will involve behavioral observations and or home visits, on an as needed basis, with a written report submitted to MAOF Head Start.
- Individual child, Classroom, and/or home observations must be completed within 45 calendar days from the date of obtained parental consent.
- Written referrals to Mental Health Agencies within the community when appropriate
- Written referrals will be made to other agencies when appropriate.
- Reports for assessments of individual children will be submitted no later than 2 weeks after they are completed.
- Planning and assistance with mental health related crisis and concerns (i.e., earthquakes, community violence) that may arise during the year should be provided.
- Compliance with requirements of the Federal Head Start Performance Standards.
- Head Start may request consultation meetings with this being included in the consultation time contracted.
- The Mental Health Consultant services must be authorized and/or delegated by the Mental Health manager and approved by the Head Start Director and/or Designee.
- The Mental Health Consultant will provide a copy of license, resume, and copy of malpractice insurance of all its consultants/associates. Copies must be kept on file at the Mental Health Service Area office
- Services will be performed at MAOF Early Head Start and Head Start Centers premises, Family child care providers homes, or individual family homes based on the need identified.
- Counseling to be provided for (Child only, parent only, individual staff, or groups.)
- Student behavioral observations and formal assessment.
- Screen for potential developmental disabilities and refer to disabilities services
- 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-C

RFP NO. 25-007, Mental Health Consultant Services

VENDOR IDENTIFICATION

(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