



CONTRACTED POSITIONS SOLICITATION ANNOUNCEMENT

POSITIONS

Various - see Overview section

ISSUING DEPARTMENT

Early Childhood Intervention (ECI) Program

PUBLICATION DATE

July 22, 2022

CLOSING DATE & TIME

5PM CST - July 29, 2022

OVERVIEW

It is the intent of Community Action Corporation of South Texas (CACOST) to obtain proposals from qualified individuals for various contractual positions within our Early Childhood Intervention (ECI) program. The specific services are outlined below:

- Specialized Skills Training
- Occupational Therapy
- Physical Therapy
- Speech-Language Pathology
- Counseling
- Assistive Technology
- Nutrition

CACOST ECI is a statewide program that strives to ensure that all eligible children under age three and their families receive quality early intervention services, resources and support needed to reach their developmental goals. The services listed in this RFQ are provided in partnerships with families within community contexts. CACOST will implement an early childhood intervention (ECI) program to include child find, eligibility determination, follow-along services, and for all eligible children, comprehensive services in Contractor's approved service area.

SCOPE OF WORK

All new Contractors are required to do a three-part orientation for ECI before starting any kind of services:

- 1) Training Module
 - a) A 12-hour training module, Making It Work for Texas Children and Families, including observations and a demonstration of services; or
 - b) A 4.5 hour training module, Making It Work for Therapists (MIWT), for all LPHAs.
- 2) Staff Self-Assessment Module
- 3) Creation and implementation of an Individualized Professional Development Plan (IPDP) for continued professional development.

In addition to the three-part orientation, Contractors must complete the Coaching Families module, which provides foundational information on the coaching approach to service delivery in early intervention. It provides knowledge and skills that are developed through video demonstration, guided practice and interactive activities using coaching tools.

Contractors must provide and document supervision, if applicable, at the following minimum levels:

- One hour per week for:
 - Staff who are completing ECI Orientation,
 - Staff who are completing their Individual Professional Development Plan (IPDP); and
 - Early Intervention Specialists.
- Three hours per quarter for:
 - All service providers; and
 - All staff who have a completed IPDP.

Contractors must comply with the requirements of 20 U.S.C. §1436(d) and 34 C.F.R. §303.344 regarding development of an Individualized Family Service Plan (IFSP). In addition, the IFSP must include other elements as required by ECI. Contractors must provide the array of ECI services identified in this provision in accordance with the IFSP through qualified service providers. To provide ECI services, the direct service provider must be knowledgeable in child development and developmentally appropriate behavior, as well as possess the requisite education, demonstrated competence and/or experience identified below. All direct service providers must provide services to address the development of the whole child in the context of the family, and in the context of natural learning activities, to strengthen the capacity of the family to meet the unique needs of their child. ECI services must be delivered in accordance with IDEA Part C and 26 Tex. Admin. Code §§350.101-107.

1. Specialized Skills Training

- a. Specialized skills training may be provided through:
 - i. direct one to one intervention with parent and child;
 - ii. direct group intervention with parents and their children; or
 - iii. direct intervention in childcare settings where ECI staff/Contractors provides intervention by joining children in their childcare routines and activities, combined with consultation with childcare staff.
- b. Providers of specialized skills training must be knowledgeable in:
 - i. implementing strategies across developmental domains; and
 - ii. basic behavior intervention strategies (including rewards and consequences).
- c. Providers of specialized skills training must have knowledge and training in the domain in which the child has an identified developmental need.
- d. SST services must be provided by a qualified professional that holds a bachelor's degree which includes a minimum of 18 hours of semester course credit relevant to early childhood intervention, with at least three of the 18 hours of semester course credit in early childhood development or early childhood special education.

2. Occupational Therapy

- a. Occupational therapy may be provided through:
 - i. direct one-to-one intervention with the parent and child; o
 - ii. direct group intervention with parents and their children.

- b. Occupational therapy must be provided by an:
 - i. Occupational Therapist (OT) licensed by the Texas Board of Occupational Therapy Examiners;
 - ii. Occupational Therapy Assistant licensed by the Texas Board of Occupational Therapy Examiners, working under the direction of a Licensed Occupational Therapist.

3. Physical Therapy

- a. Physical therapy may be provided through:
 - i. direct one-to-one intervention with the parent and child; or
 - ii. direct group intervention with parents and their children.
- b. Physical therapy must be provided by a:
 - i. Licensed Physical Therapist (LPT) licensed by the Texas State Board of Physical Therapy Examiners; or
 - ii. Physical Therapy Assistant (PTA) licensed by the Texas State Board of Physical Therapy Examiners, working under the direction of a Licensed Physical Therapist.

4. Speech-Language Pathology

- a. Speech-language pathology may be provided through:
 - i. direct one-to-one intervention with the parent and child; or
 - ii. direct group intervention with parents and their children.
- b. Speech-language pathology must be provided by a:
 - i. Speech-Language Pathologist (SLP) licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology.
 - ii. Speech-Language Pathologist – Clinical Fellowship Year (SLP-CFY) officially engaged in clinical fellowship year; or
 - iii. Speech-Language Pathology Associate (SLPA) licensed by the Texas State Board of Examiners for Speech-Language Pathology and Audiology, working under the direction of a licensed Speech- Language Pathologist.

5. Counseling

- a. Counseling services may be provided through:
 - i. direct one-to-one intervention with the parent and ECI enrolled child; or
 - ii. direct group intervention with parents and their ECI eligible children.
- b. ECI counseling services do not include, and ECI program funds may not be used for, behavioral health services to adults, siblings or other family members related to problems outside of the parent–child relationship. Examples include substance abuse, domestic violence, specific mental health diagnoses, and marital issues. These services may be provided through referral to other community service delivery systems.
- c. Counseling must be provided (within scope of their state licensure) by a:
 - i. Licensed Clinical Social Worker (LCSW) licensed by the Texas State Board of Social Work of Examiners;
 - ii. Licensed Professional Counselor (LPC) licensed by the Texas State Board of Examiners of Professional Counselors;
 - iii. Licensed Marriage and Family Therapist (LMFT) licensed by the Texas State Board of Examiners of Marriage and Family Therapists; or
 - iv. Licensed Psychologist (LP) licensed by the Texas State Board of Examiners of Psychologists.

- d. Family education and training may be provided through:
 - i. direct one-to-one service to the parent (or parent and child); or
 - ii. direct group service to parents and their children.
- e. Family education and training must be provided by direct service staff with the requisite knowledge, training or skills in the information being provided.

6. Assistive Technology

- a. Assistive technology services may be provided as a distinct service planned on the IFSP by a Licensed OT, PT, or SLP according to the requirements of their profession, or as an activity or strategy for an IFSP outcome by the OT, PT or SLP or other staff as determined by the IFSP team.
- b. Purchase of assistive technology devices or equipment may be authorized when the need is clearly stated in the child record with documentation from the child's Physician, Registered Nurse, Licensed Occupational Therapist, Licensed Physical Therapist, Licensed Speech-Language Pathologist, or other qualified professional, including Auditory Impairment Teachers, Audiologists, and Teachers of the Visually Impaired.
- c. Documentation must justify that the purchase is necessary for implementation of the outcomes and strategies in the IFSP. Only assistive technology that cannot be obtained through a third-party source will be reimbursed by ECI program funds.
- d. For low-tech and readily available materials, authorization is not required. Documentation in IFSP strategies and progress notes identifies the need.

7. Nutrition

- a. Nutrition services include conducting individual assessments/evaluations for nutritional history and dietary intake, body measurements, biochemical and clinical variables.
- b. Nutrition addresses feeding skills and feeding problems, as well as food habits and food preferences.
- c. The service involves the development and monitoring of appropriate plans to address the nutritional needs of an enrolled child and making referrals to appropriate community resources to carry out nutrition goals.
- d. Nutrition services must be provided by a Dietitian licensed by the Texas State Board of Examiners of Dietitians.

SUBMISSION INSTRUCTIONS

Contractors must provide proof of all licenses, certifications, or any other type of documentation listed above to validate eligibility for all respective services being quoted below.

Please provide quotes for the type of services you are bidding for. If the type of service you are bidding for is not included, please select "other" and specify the type of service(s):

DETAILED PRICING SHEET				
ITEM	UNIT	SESSION	DESCRIPTION	UNIT PRICE
Services				
Comprehensive Evaluations				
Discipline Specific Evaluation or Assessment				
Re-evaluation or Re-assessment				
IFSP development				
Supervision of therapy assistants (if applicable)				
Other (please specify)				

Please note that there will be no compensation for mileage or drive time while completing these services. There will also be no compensation for attempted calls, scheduling calls and no-shows.

All submissions must be sent to the following address:

CACOST ECI Contractual Services Solicitation

ATTN: Anna Perez, ECI Project Niños Program Area Director

5709 Springfield Ave

Laredo, Texas 78041

OR via email to anna.perez@cacost.org

GENERAL TERMS & CONDITIONS

LIMITATIONS & RESERVATIONS

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter a written contract with CACOST. This announcement and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract. CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST. If selected for negotiations, the Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

EQUAL OPPORTUNITY

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state, or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this contract, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation, or belief. Contractor further agrees that every subcontractor entered into for the performance of the contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

PROHIBITED SUBSTANCES IN THE WORKPLACE

The contractor is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the contractor is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract will occur.

STEVENS AMENDMENT

This project is supported by the Early Childhood Intervention Program and Human Service Commission (HHSC) of the U.S. Department of Education as part of an award totaling \$14,954,525 with 64 percent financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HHSC, U.S. Department of Education, or the U.S. Government.

EQUAL EMPLOYMENT OPPORTUNITY

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, the contractor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

DEBARMENT AND SUSPENSION

The contractor certifies, by submission of a proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

DISCLOSURE OF PENDING GOVERNMENT INVESTIGATIONS

It is the responsibility of the Proposer to disclose any ongoing or pending legal proceedings, including any such proceedings known to be contemplated by governmental authorities, that could affect the performance of the Proposer or the execution of any potential contract. Failure to disclose this information or any efforts to omit such information may result in the disqualification of the offending Proposer's bid and/or termination of contract.