



**Date:** February 25, 2020  
**To:** RFP Recipients  
**From:** Mr. Anthony Segarra, BEOF  
**Subject:** Request for Proposal for Mental Health Disability Consultant

Dear Sir or Madam,

Bayonne Economic Opportunity Foundation is currently accepting proposals for a Mental Health Disability Consultant assist in developing the Mental Health Program for BEOF's Bayonne Head Start facilities. Responsibilities will include:

- Pre-Service and in-service trainings for parents and staff;
- Consultations with staff members;
- Support children's mental health and social and emotional well-being;
- Screening, evaluation and recommendation for the intervention of children with special needs;
- Complete periodical observations of children;
- Advise and assist in developmental screening and assessment;
- Provide aid to children with atypical behavior;
- Advise in the utilization of community referrals and resources;
- Orient parents and staff to understand mental health and provide access to mental health interventions;
- Take appropriate steps in conjunction with education and health services to refer children for diagnostic examinations;
- Attend IEP meetings with the parents and the Child Study team

### **Services to Be Performed**

As the Mental Health Disability Consultant, you will be expected to assist in the development and annual revision of the agency's Mental Health Plan. In your proposal, please include information on how you will:

- Review the child's pertinent family and medical history so that mental health service can be readily available when necessary;
- Use existing community resources to provide referrals and support;
- Coordinate with the Education Component to offer a program geared to a child's individual developmental level;
- Safeguard the confidentiality of children, parents and staff;
- Provide programming for group meetings with parents or staff arranged by the Ed/Literacy or Mental Health/Disability Managers;
- Provide for parental consent for Mental Health Services;
- Offer opportunities for parents to receive individual assistance;
- Encourage parents to become actively involved in planning and implementing mental health services for their children;
- Implement strategies to identify children with mental health and social and emotional concerns



**Requirements:**

- a. A PH. D in a mental health field;
- b. A Mental Health certificate or license;
- c. Experience involving working with young children, infant-child mental health

**Key Personnel:**

Following are key contacts for information you may seek in preparing your proposal:

- Mrs. Samantha Howard, BEOF Executive Director: (201) 437-7222 or Showard@beof.org
- Mr. Anthony Segarra, Chief Financial Officer (CFO): (201) 437-7222 or ASegarra@beof.org
- Ms. Rosemary Simnowitz, Head Start Director: (201) 437-7702 or Rsimnowitz@bayonneheadstart.org

Requests for additional information, visits to our site(s) and/or appointments with the Executive Director or CFO could be coordinated upon request.

You may reach the appropriate personnel at the number listed above. Please return the completed proposal to my attention at the above address.

**Within one's response to this Request for Proposal, BEOF requests the following information:**

1. Detail of your experience in providing Mental Health Disability Consultations to agencies in the not-for-profit sector as well as associations of a comparable size to the BEOF Organization;
2. Provide information on whether you service to any related industries, association(s) or group(s).

**Evaluation of Proposals:**

BEOF will evaluate proposals on a qualitative basis.

Please submit your response to this request for proposal by **Friday, April 24, 2020**.

Sincerely,

Anthony Segarra  
Chief Financial Officer

**Our recent financial statements and Form 990 can be viewed on our website under  
financials @ [www.beof.org](http://www.beof.org).**