



Request for Proposals (RFP)

Mental Health Consultant- Head Start & Early Head Start

1. Overview

Community Action Partnership Belknap-Merrimack Counties (CAPBM) is a private, nonprofit Community Action Agency serving residents throughout central New Hampshire. As part of a statewide and national network, CAPBM administers more than 70 programs and services designed to help individuals and families achieve stability and self-sufficiency. These programs include early childhood education, housing stabilization, nutrition services, transportation, and energy assistance, collectively serving over 21,000 individuals annually.

Among these services, CAPBM operates **Head Start** and **Early Head Start programs**, which provide comprehensive early childhood education, health, nutrition, and family support services to low-income children and their families. These programs are designed to promote school readiness, support healthy development, and strengthen family well-being.

Mental health consultation (MHC) is a powerful tool to promote mental health awareness, prevention, early identification, and referrals for treatment of children and families with mental health concerns. Mental health consultants help develop a culture of mental health in child care programs by building the adults' capacity to strengthen and support the healthy social and emotional development of young children. Mental health consultants support the needs of all children by giving information to the adults who care for them on topics such as typical development, social and emotional skills, problem solving, and preventing or managing behavioral concerns. Mental health consultants assist child care program with the implementation of policies and procedures that reduce suspension and expulsion practices through preventative interventions.

2. Contract Term

- Anticipated term: **September 2026-August 2027**

3. Scope of Services

Mental Health Consultant to provide consultative services to the CAPBM Head Start and Early Head Start program (center-based and home-based program options) at all locations:

- Concord Head Start and Early Head Start
67 Old Loudon Road, Concord, NH

- Lakes Region Family Center Head Start and Early Head Start
121 Belmont Road, Laconia, NH
- Franklin Head Start and Early Head Start
12 Rowell Road, Franklin, NH
- Pittsfield Head Start
23 Oneida Street, Pittsfield, NH
- Pittsfield Early Head Start
17 Fayette Street, Pittsfield, NH

A. Center-Based Consultation – 75 hours a month

Includes but is not limited to:

- Conduct classroom observations
- Complete required observations documents that support the program’s behavior management system
- Meet with classroom teachers to provide feedback from observations
- Support classroom staff in implementing social-emotional strategies
- Score mental health screening tools
- Assist with referrals to community mental health providers when appropriate.
- Work with the Mental Health team to create Behavior Support Plans for children
- Participate in multi-disciplinary team meetings to discuss Behavior Support Plans

B. Home-Based Consultation- 7 hours per month

Includes but is not limited to:

- Participate in multi-disciplinary team meetings to discuss case coordination
- Score mental health screening tools
- Assist with referrals to community mental health providers when appropriate.
- Provide support to home visitors during home visits as needed

C. Program Consultation- up to 9 hours per month

Includes but is not limited to:

- Facilitate trainings for staff during professional development days as requested
- Attend bi-annual Mental Health and Health Services Advisory meetings
- Facilitate training for parents during Parent Committee Meetings as requested
- Facilitate reflective supervision/group reflective supervision with program leadership team members as requested
- Attended addition team meetings as requested
- Complete documentation required for Head Start monitoring and compliance reviews

*Hours are estimates and may fluctuate based on program needs

4. Payment Terms

- \$65 per hour of consultative services, monthly payments provided based on itemized invoices submitted by the MHC.
- Mileage reimbursement: \$.58 per mile
- Non-Federal Share contribution appreciated

5. Vendor Requirements

- Maintain a consistent, agreed upon schedule;
- Must be a licensed Mental Health Professional or working under the supervision of a licensed professional;
- Provide evidence of CEUs;
- Knowledge and experience with Positive Behavior Implementation System (PBIS), Pyramid Model, and working with young children and families;
- Successfully complete all required Head Start criminal background checks and comply with CAPBM policies regarding child safety and confidentiality;
- Comply with all applicable confidentiality requirements, including HIPAA, Head Start Program Performance Standards, and CAPBM policies regarding client information;
- Be familiar with and able to support compliance with applicable Head Start Program Performance Standards, including social-emotional development, mental health consultation requirements, family partnership services, and child safety standards.

6. Termination Clause

- Contract may be terminated by either party with **30 days' written notice** for failure to meet performance expectations

7. Proposal Submission Requirements

Proposals should include:

- Cover Letter
- Complete Resume
- Higher education transcripts
- References
- Proof of insurance

8. Evaluation Criteria

The program will conduct interviews with Mental Health Consultant candidates.

CAPBM reserves the right to reject any or all proposals, waive formalities, request additional information from proposers, and award a contract in the best interest of the organization.

Proposals will be evaluated based on:

- Cost competitiveness
- Experience and reliability
- Ability to service all locations
- Quality and completeness of proposal

9. Submission Deadline

July 31, 2026

10. Submission Contact

Heather Patton
Hpatton@capbm.org