

**Request for Proposal**  
**Motivation Education & Training, Inc.**  
**Early Childhood Program Nurse Consultant**



**Inquiries and Proposals should be directed to:**

**Renaë Gardner**

**Head Start/ Early Head Start Director**

**Motivation, Education and Training, Inc.**

**P.O. Box 1838**

**New Caney, Texas 77357**

**(832)432-7180**

## **Instructions**

*Please read this entire Request for Proposals (RFP).*

*Submit a proposal that addresses each area outlined in the Response Requirements & Scoring criteria section below to the contact named by the due date.*

## **PROGRAM DESCRIPTION**

Motivation Education & Training, Inc. (MET) is a private non-profit corporation that began serving rural areas of southeast Texas in 1967. The agency is community oriented and supports an agenda of action that leads to self-sufficiency, personal responsibility and commitment to furthering individual social and economic progress through education, training and other appropriate activities. MET operates statewide in Texas, Louisiana, Minnesota, North Dakota and Wyoming, providing a range of human services that primarily focus on career development and educational achievement.

The organization is funded by a variety of federal, state and local grants, including U.S. Department of Labor, U.S. Department of Health and Human Services, USDA, and the States of Minnesota and Texas. MET's largest component is the National Farmworker Jobs Program (NFJP) which represents approximately 65 percent of the organization's total annual budget. Head Start & Early Head Start is the second largest project administered by the agency.

MET is dedicated to the promotion of child and family well-being throughout the community in which the organization operates. The agency is specifically charged with providing comprehensive child and family development services for a specific number of preschool age children and their families, but our team of experienced professionals has committed themselves to becoming a force that effects positive change on a regional level. While our scope is broad, MET's focus remains on the individual child and the delivery of high caliber services that support the entire family unit.

Head Start & Early Head Start is designed to extend the advantages of appropriate cognitive, social and physical development to infants, toddlers and preschoolers who might otherwise enter Head Start, Kindergarten and elementary school unprepared to successfully meet the challenges to educational achievement.

Through MET's series of Head Start & Early Head Start centers and home base programming, the organization serves children in Harris (Humble), Austin, Chambers, Hardin, Liberty, Montgomery, San Jacinto and Waller counties – working closely with community partners to assure that services are streamlined and that families receive the assistance that they need.

COUNTY	LOCATIONS	# OF CENTER BASED CHILDREN SERVED	# OF HOME BASED CHILDREN SERVED
Austin County	<b>Sealy HS</b> (1436 Eagle Lake Rd., Sealy, Tx 77474)	74	6
	<b>Sealy EHS</b> (1460 Goebel St., Sealy, Tx 77474)	40	6
Chambers County	<b>Anahuac HS</b> (1305 Wilcox, Anahuac, Tx 77514)	74	0
	<b>Anahuac EHS</b> (1001 Wilcox, Anahuac, Tx 77514)	48	0
Hardin County	<b>Kountze HS</b> (1565 South Pine St., Kountze, Tx 77625)	91	6
	<b>Kountze EHS</b> (153 Maplewood Dr., Kountze, Tx 77625)	48	6
	<b>Lumberton CCP</b> (271 Ariola Rd., Lumberton, Tx 77657)	24	N/A
Harris County	<b>Humble EHS</b> (403 Wilson Rd., Humble, Tx 77338)	40	12
Liberty County	<b>Cleveland HS</b> (1502 East Houston, Cleveland, Tx 77327)	91	N/A
	<b>Cleveland EHS</b> (301 Sleepy Hollow Dr., Ste A, Cleveland, Tx 77327)	48	36
	<b>Liberty HS</b> (1022 Texas Ave, Liberty, Tx 77575)	74	12
	<b>Liberty CCP</b> (2606 Holly St., Liberty, Tx 77575)	24	0
Montgomery County	<b>Grangerland HS</b> (13710 FM 1485, Conroe, Tx 77303)	165	N/A
	<b>Grangerland CCP</b> (13401 Wigginsville Rd., Conroe, Tx 77302)	24	N/A
	<b>Willis HS</b> (309 Industrial Park Ln, Willis, Tx 77378)	110	N/A
	<b>Conroe EHS</b> (746 Blake Rd., Conroe, Tx 77304)	40	N/A
	<b>Porter EHS</b> (TBD - Porter, Tx 77365)	40	N/A
	<b>Willis CCP</b> (1012 N Danville, Willis, Texas 77378)	24	
San Jacinto County	<b>Coldspring CCP</b> (61 Church Ave., Coldspring, Tx 77331)	24	N/A
Waller County	<b>Hempstead HS</b> (1236 11 <sup>th</sup> St., Hempstead, Tx 77445)	74	0
	<b>Hempstead EHS</b> (1127 Ennis St., Hempstead, Tx 77445)	40	0

## **POSITION DESCRIPTION**

The Early Childhood Program Nurse is responsible for providing nursing services / consultation and support to Head Start staff, children and families. The Program Nurse will perform a broad range of services, including but not limited to early childhood consultations with parents when needed, Iron and Lead screenings, reading shot records etc. The Program Nurse will also collect data and may assist with data entry into Child Plus in order to support compliance in all facets of Head Start Performance Standards and State regulations.

### ***Duties and Tasks***

#### **1. General Classroom Observations, Consultation & Coaching (10%)**

- Provide child development information to staff related to health and safety in the classroom

#### **2. Individualized Nursing Procedures (40%)**

- Iron and Lead Bloodwork
- Reading of shot records
- Meet with families to consult on child and family needs and create or follow-up on plans to support these needs.

#### **3. Staff Training (10%)**

Provide annual and on-going mandatory or as needed trainings. Trainings may include, Communicable Diseases, Medication Administration, Blood Borne Pathogens, Health Practices in the Classroom etc.

#### **4. Home Visiting (10%)**

- Conduct home visits to assist with completion of hearing and vision screenings for home base children.

#### **5. Programmatic Consultation (10%)**

- Participate in development and implementation of health program and policy
- Participate in annual Health Services Advisory Committee meetings.

#### **6. Individual Child Screening, Assessment & Referral (20%)**

- Conduct health screenings as needed. These include, heights, weights, hearing and vision screenings. Program nurse will also assist in evaluating data from height Weight Screening and initiate referrals for overweight/underweight children.
- Meet with families to consult on child and family needs and create or follow-up on plans to support these needs

## **SCHEDULE**

Program Nurse services are provided within a 40-hour work week and a flexible schedule, which may include some early morning or late afternoon work. This Request for Proposals (RFP) will award a contract for a 12-month period.

## **QUALIFICATIONS**

### ***Knowledge***

- Demonstrated understanding of infant and early childhood EPSDT specifications.
- Knowledge of immunization requirements
- Knowledge of Iron and Lead collection procedures.
- Knowledge of procedures to follow when dealing with bodily fluids.
- Demonstrated experience with clinical documentation
- Experience formulating and writing assessments and support plans, preferably for young children
- Knowledge of Head Start is desirable

### ***Skills***

- Build and maintain strong, collaborative relations with Head Start staff and families
- Partner with providers as a member of a diverse team
- Lead and facilitate training for parents and staff
- Conduct standardized screens and assessments, preferably young children.
- Use results of screens and assessments to guide work with families, set goals, and develop individualized plans.
- Refer providers and families to appropriate community services
- Communicate effectively with diverse groups both verbally and in writing
- Organize tasks and manage time effectively.
- Organize and document assessment and screening results and use for ongoing quality improvement

### ***Education and Experience***

- Registered Nurse, and an associate or bachelor degree in a health-related field. or related field
- Clinical license required
- Minimum of 2 years direct experience in a community health/ health setting providing screenings and/or prevention services to children and families
- Bilingual/bicultural English-Spanish strongly preferred.

### ***Other Requirements***

- Ability to manage physically active children ages 0 to 5, including guiding, pursuing, restraining, and withstanding sudden movements.
- Ability to occasionally lift up to 50 pounds.

- Must have valid Driver's License and proof of insurance or must have acceptable alternative transportation.
- Maintain First Aid and CPR certification.
- Maintain compliance with Criminal History Registry

### **SUPERVISION**

The Program Nurse will report to the Compliance Manager, who will assign and oversee the work of the Program Nurse. Administrative supervision meetings will occur on an as needed basis between the Compliance Manager and Nurse.

### **REIMBURSEMENT**

Reimbursement for services awarded by this contract will depend on experience and qualifications

## **RESPONSE REQUIREMENTS & SCORING CRITERIA**

### **Service Approach (20 points)**

Please describe how you would provide the services detailed in the Position Description within the context outline in the Program Description, specifically addressing (a) prior relevant experience, including your experience with programmatic – and child and family centered – consultation, (b) your approach to promoting children's health, including your work with young children in child care or other early education settings, and (c) your approach to effectively implementing health consultation in Head Start, including your ability to partner and build relationships with families and staff.

### **Cultural Responsiveness (10 points)**

Please describe your experience working with culturally, socially, and economically diverse families and staff.

### **Continuity of Services (10 points)**

Please describe how you will ensure continuity of service from the same health consultant by including your plan for supporting professional development, supervision, and retention.

### **Head Start/Early Head Start Experience (10 points)**

Please describe your experience obtained with Head Start/Early Head Start children and families, to include number of years, type of experience and contact names and numbers if applicable.

### References (5 points)

Please include letter and contact information from three (3) references who can comment on your ability to provide similar services as described in this RFP.

### Scope of Services (5 points)

Please include the centers you are interested in serving, number of hours of availability per month and the standard rate of charge for services performed. Since Head Start & Early Head Start is required to obtain non-federal share (in-kind) to support its grant, please indicate if you would be willing to provide a discounted rate, and if so, please indicate the rate. (Payments will be made when MET, Inc. has received a statement from the consultant at the end of month in which services are provided to the program). Mileage is also reimbursable through MET funding.

### Resume (Required)

Please include an up-to date resume.

## QUESTIONS

Questions regarding the contents of this RFP must be submitted in writing on or before the close of business on **August 3, 2018** and can be submitted to Renae Gardner via fax at (281)689-5279 or e-mail at [gardner@metinc.org](mailto:gardner@metinc.org). All questions will be answered and made available to all potential Offeror's upon their request.

## PROPOSAL SUBMISSION DEADLINE

The proposal shall include a copy of the Offeror's technical qualifications, scope of services, license, insurance and signed certifications, these documents will become part of the contract for the awarded individual(s).

All proposals must be received by the close of business on **August 10, 2018** as follows:

#### Mailing Address

Motivation Education & Training, Inc.  
P.O. Box 1838  
New Caney, Tx 77357

#### Physical Address

Motivation Education & Training, Inc.  
22551 Gene Campbell Blvd  
New Caney, Tx 77357

Proposals will be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications.

- The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the federal Head Start & Early Head Start Performance Standards.