

REQUEST FOR QUALIFICATIONS

MID- AMERICA HEAD START EARLY CHILDHOOD

Early Intervention Coordinator

Mid-America Regional Council

June 20, 2025



Key Information:

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|-------------------------------------------------|-----------------------------|
| Request for qualifications issued publicly | June 20, 2025 |
| Deadline for questions / additional information | June 23, 2025 |
| Final responses to questions released | June 25, 2025 |
| Closing date for proposals | June 30, 2025 by 5pm CST |
| Selected agencies/individuals notified | July 7, 2025 |
| Contract negotiations | July 8, 2025 -July 15, 2025 |
| Contracts finalized | July 29, 2025 |
| Anticipated contract start date | August 1, 2025 |

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BACKGROUND

The Mid-America Regional Council (MARC) is a nonprofit association of city and county governments and the metropolitan planning organization for the Kansas City region. MARC promotes regional cooperation and develops innovative solutions while providing a forum for the region to work together to advance social, economic, and environmental progress.

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Capitalizing on well-established community connections, MARC serves as the grantee for Head Start and Early Head Start programs in metropolitan Kansas City in Clay, Platte and Jackson Counties. These programs provide comprehensive, high quality, birth through five early education services that facilitate healthy development, including physical and social/emotional development, and prepare children for school success. Head Start and Early Head Start programs will serve approximately 2300 children and their families through contracted direct service providers throughout Clay, Platte and Jackson Counties in Missouri. Services will be provided in center-based and home visiting programs for children from birth to five years and pregnant women. Ten percent of MARC's actual enrollment must be children eligible for services under Individuals with Disabilities Education Act (IDEA).

Contracted early childhood programs will fit within one of three Tiers based on each agency's capacity to provide comprehensive services. Agencies in Tiers 1 or 2 serve fewer numbers of HS/EHS children (less than 200) and receive supplemental support from MARC in meeting comprehensive requirements. MARC will support these programs in a variety of ways including contractual agreements with outside community agencies and consultants to support provision of comprehensive services including disability services for children and families. It is for this reason that we are seeking a qualified individual to perform disability-related activities as outlined in the scope of work below. The Early Intervention Coordinator will work with an assigned number of sites, and in collaboration with the MARC Mental Health and Disabilities Manager and other staff to provide coordinated support for Head Start and Early Head Start disability services. See Exhibit A for a list of all sites.

MARC is seeking individuals who have experience in Head Start and early intervention, special education services. Bachelor's or Associate's in a related field is required.

SCOPE OF WORK

- Provide monitoring, consultation, coordination of services, and training, and oversight of disability services for select Head Start and Early Head Start programs and locations.
- Assist the Mental Health and Disabilities Manager in creating and maintaining collaborations with First Steps, local school districts and other community agencies. Collaborate with all members of the MARC team to ensure that performance standards and disability policies & procedures are implemented consistently.
- Work in collaboration with site staff to develop and implement specific procedures for the provision of disability services.

The proposed scope of work includes the following tasks:

- Work in collaboration with identified site staff to provide individualized support for

identified children and provide referrals to First Steps or local school district as needed.

- Provide support for site with completion of on-site developmental screenings.
- For identified children, review all enrollment documentation received from parents to assist with coordination of services.
- Complete data entry for disability services in Childplus database. Review Childplus monitoring reports to identify children needing follow up documentation and/or referrals.
- In collaboration with family advocate, provide resources and connections for parent education.
- In collaboration with family, assist in transition planning for identified children entering and leaving the Head Start/Early Head Start program.
- Participate in IEP and IFSP meetings as requested by the family.
- In collaboration with center director and family advocate, plan for and provide training for staff and parents in disability related topics including the referrals, evaluations and service timelines required under IDEA.
- Work in collaboration with health and education staff to implement practices, accommodations, and/or adaptations for children with special needs and communicate technical assistance needs when identified.
- Work with education staff to incorporate IEP and IFSP goals in the classroom and home environment.
- Meet as requested in person and by phone with MARC Mental Health and Disabilities Manager regarding work assignments as needed.

Funding Timeframes:

- The terms of this contract will be divided into two contract periods.
- The first contract will extend from August 1, 2025, through October 31, 2025. The second contract period will extend from November 1, 2025, through October 31, 2026.
- Thereafter, MARC may extend the term of the contract to two additional periods. This extension is contingent upon successful performance and services provided, and upon availability of funds.
- All awards are provisional pending approval of the MARC's federal grant application by The Administration for Children and Families.
- Should a respondent's contract be terminated or relinquished for any reason, MARC reserves the right to return to the pool of respondents generated from this RFQ to select another qualified respondent.

Budget is based on an estimated 10 hours per week / 40 hours per month, these hours may fluctuate based on the time of year and schedule of activities. In some months, the hours may be longer and in others, such as the summer months, the hours may be less.

Selected candidate / agency should be aware that this is a federally funded project and as such the contract will be subject to all terms and conditions applicable to federal grants. The selected candidate must also provide documentation of a clear criminal background check and TB screening.

RESPONSE REQUIREMENTS

Responses to this Request for Qualifications should be directed to Tamara Graves at the address below No LATER THAN 5 p.m. CDT on June 30, 2025.

Tamara Graves
Disabilities and Mental Health
Manger
Mid-America Regional Council 600 Broadway,
Suite 200 Kansas City, MO 64105-1659 Email:
tgraves@marc.org

Please provide your response in electronic format (PDF) along with one paper copy, printed on two-sided paper. The following items should be addressed in your response.

- Name
- Address
- Phone number
- Email address
- Resume: provide current resume with education, certifications and work experience.
- Background: Provide additional information on background, including experience, education and skills necessary to perform the required work. Indicate specific credentials that make the individual well suited to meet MARC's requirements.
- References: provide three references of clients or employers where similar knowledge and expectations were required.
- Proposed hourly fees

QUESTIONS

Questions must be submitted in writing to Tamara Graves at tgraves@marc.org by 5pm CST, June 23, 2025. Answers to all questions will be posted on the MARC website at <http://www.marc.org/Requests-for-Proposals> by close of business on June 25, 2025.

ENGAGEMENT

This Request for Qualifications does not commit MARC to award a contract or pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received because of this request if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations, and to submit to such price, technical or other information may be needed to finalize a particular engagement for services.

AFFIRMATIVE ACTION POLICY/DRUG-FREE WORKPLACE

MARC hereby notifies all respondents that it will affirmatively ensure that minority and women-owned business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, disability, veteran status in consideration of the contract award. It is an objective of MARC to use minority and women-owned businesses to the maximum extent feasible in carrying out its activities. Please indicate in your response if your firm is a minority or women owned business and provide your current certification(s). Consultant must agree to comply with the requirements of the Drug-Free Workplace Act of 1988, P.L. 100-690, Sections 5151 through 5160

CONTACT FOR FURTHER INFORMATION: Tamara Graves at tgraves@marc.org.

| <u>Tier</u> | <u>Name</u> | <u>Address</u> | <u>City</u> | <u>State</u> | <u>Zip</u> |
|-------------|-----------------------------------------------------------------------|---------------------------------------|--------------------------|--------------|--------------|
| <u>3</u> | <u>Hanthorn Early Education</u> | <u>1511 Kings Hwy.</u> | <u>Independence</u> | <u>MO</u> | <u>64055</u> |
| <u>3</u> | <u>Korte Elementary</u> | <u>2437 S. Hardy</u> | <u>Independence</u> | <u>MO</u> | <u>64052</u> |
| <u>3</u> | <u>Mill Creek Elementary</u> | <u>2601 N. Liberty</u> | <u>Independence</u> | <u>MO</u> | <u>64050</u> |
| <u>3</u> | <u>Sunshine Center</u> | <u>18400 E. Salisbury Rd.</u> | <u>Independence</u> | <u>MO</u> | <u>64056</u> |
| <u>3</u> | <u>William Southern Elementary</u> | <u>4300 Phelps Rd.</u> | <u>Independence</u> | <u>MO</u> | <u>64055</u> |
| <u>3</u> | <u>Richardson Elementary</u> | <u>3515 Park Ave. E</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>3</u> | <u>Woodland Early Learning</u> | <u>711 Woodland Ave.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64106</u> |
| <u>3</u> | <u>Operation Breakthrough</u> | <u>3039 Troost Ave.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>3</u> | <u>KCPS-Columbus Park</u> | <u>1100 East 4th St.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64106</u> |
| <u>3</u> | <u>Operation Breakthrough at De La Salle</u> | <u>3737 Troost Ave.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>2</u> | <u>Mattie Rhodes-Northland</u> | <u>3100 NE 83rd St. #1501b</u> | <u>Kansas City</u> | <u>MO</u> | <u>64119</u> |
| <u>2</u> | <u>Yellowjacket/Center School District</u> | <u>8817 Wornall Rd.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64114</u> |
| <u>2</u> | <u>The Family Conservancy</u> | <u>444 Minnesota Ave Suite 200</u> | <u>Kansas City</u> | <u>KS</u> | <u>66101</u> |
| <u>2</u> | <u>EarlyStart St. Mark</u> | <u>2008 East 12th St.</u> | <u>Kansas City</u> | <u>MO</u> | <u>64127</u> |
| <u>2</u> | <u>Emmanuel Family & Child Development</u> | <u>4736 Prospect Avenue</u> | <u>Kansas City</u> | <u>MO</u> | <u>64130</u> |
| <u>2</u> | <u>Guadalupe Centers</u> | <u>3800 E. 51st Street</u> | <u>Kansas City</u> | <u>MO</u> | <u>64130</u> |
| <u>1</u> | <u>Cub Care/Blue Springs School District</u> | <u>3575 SW Liggett Road</u> | <u>Blue Springs</u> | <u>MO</u> | <u>64111</u> |
| <u>1</u> | <u>Excelsior Springs School District</u> | <u>500 N. Jesse James Road</u> | <u>Excelsior Springs</u> | <u>MO</u> | <u>64024</u> |
| <u>1</u> | <u>Front Porch Alliance</u> | <u>3210 Michigan Ave, Suite 400</u> | <u>Kansas City</u> | <u>MO</u> | <u>64109</u> |
| <u>1</u> | <u>High Grove/Grandview School District</u> | <u>2500 High Grove Rd.</u> | <u>Grandview</u> | <u>MO</u> | <u>64030</u> |
| <u>1</u> | <u>Learn A Lot ELC-Sterling</u> | <u>4010 Sterling Ave</u> | <u>Kansas City</u> | <u>MO</u> | <u>64133</u> |
| <u>1</u> | <u>Great Beginnings at Paradise Park/Lee's Summit School District</u> | <u>1421 NE Independence Ave.</u> | <u>Lee's Summit</u> | <u>MO</u> | <u>64086</u> |
| <u>1</u> | <u>Render's Hope Day School</u> | <u>1316 Osage Ave</u> | <u>Kansas City</u> | <u>MO</u> | <u>64127</u> |
| <u>1</u> | <u>Three Trails/Raytown School District</u> | <u>812 Gregory Blvd</u> | <u>Raytown</u> | <u>MO</u> | <u>64133</u> |