



REQUEST FOR QUALIFICATIONS (RFQ):

Reflective Consultation

Issue Date: December 7, 2021

Initial due date for 2022 Reflective Consultants: December 31, 2021 5pm PST

Applications will be accepted on a rolling basis after this if additional Reflective Consultants are needed



RFQ – Reflective Consultation

Table of Contents

I. INTRODUCTION	1
II. BACKGROUND	1
III. WESTED CONTACT	2
IV. SOLICITATION KEY DATES AND TIMELINE	3
V. PROJECT SCOPE & REQUIREMENTS	3
VI. PROPOSAL OUTLINE	4
VII. REVIEW PROCESS	5
VIII. COMPLIANCE WITH LAWS	5
IX. WRITTEN QUESTIONS AND ADDENDA	6
X. SUBMISSION	6

I. INTRODUCTION

WestEd is requesting qualifications from infant mental health professionals with experience in group reflective consultation to apply to be part of a pool of consultants to provide virtual reflective consultation/supervision to prenatal – five providers in King County, Washington.

Prenatal-five providers in King County will interview and select consultants from WestEd’s pre-approved vendors to provide reflective consultation/supervision to their agency.

This RFQ contains background information on WestEd and specific information that must be included in the bids submitted. Applications are due on December 31, 2021 for the 2022 year, but will be continued to be accepted throughout the year and considered if additional Reflective Consultation needs arise.

Electronic copies must be delivered via email to bsk-wested@wested.org.

II. BACKGROUND

In order for children and their families to have positive experiences and form trusting relationships with the workers who serve them, the workers themselves must be supported—through ongoing opportunities for reflective time with supervisors and peers. The latter is especially crucial for those workers serving children and families who have experienced trauma, institutional racism, and lack of opportunity—and who might themselves have experienced these adversities. WestEd is currently working with Best Starts for Kids to improve the health and well-being of King County by investing in promotion, prevention, and early intervention for children, youth, families, and communities through equitable and inclusive practices.

Best Starts for Kids’ approach emphasizes a need for workforce access to “reflective consultation” in order to create the space for staff members to process their experiences with children and families, to learn how to strengthen their relationships with those they serve, and to build resilience against vicarious trauma. Reflective consultation /supervision provides opportunities to increase providers’ supportive capacity to families and decrease burnout and compassion fatigue that can affect the quality of care. In 2021, there were over 90 reflective consultation groups offered. We expect this number to increase in 2022.

The purpose of this RFQ is to find reflective consultants to provide regular reflective consultation/supervision to providers who work directly with very young children and their families, particularly children and families of color and those from historically marginalized groups. Successful applicant bios and contact information will be shared

with early childhood agencies to interview and select reflective consultants for their agency staff. All contracts will be held by WestEd.

About WestEd

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 900 employees, located in 13 offices across the United States, and had revenue in excess of \$164 million for Fiscal Year 2020.

Throughout WestEd's over 50-year history we have maintained a strong commitment to staff diversity. Individuals of different ethnicities, races, abilities, gender identities, and sexual orientations, as well as from different cultural, linguistic, and socioeconomic backgrounds, work at all levels of the organization. We value the range of perspectives provided by this diverse workforce and the ways in which those perspectives enrich and inform our agency and the work we do. Read more about [WestEd's Commitment to Diversity, Equity, and Inclusion](#).

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women's business enterprises and labor surplus area business when possible. The selected vendor may be required to undertake affirmative steps to utilize such businesses in subcontracts if this contract is federally funded. A vendor qualifies as a small business if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541618) by having average annual receipts for the last three fiscal years not exceeding \$16.5 million.

III. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFQ should be addressed in writing to the following:

Desiree Yoo
bsk-wested@wested.org

IV. SOLICITATION KEY DATES AND TIMELINE

RFQ Activity	Dates
RFQ Released	December 7, 2021
Questions Due by Vendors	December 27, 2021
Response to questions	December 29, 2021
Initial RFQ Due Date	December 31, 2021
Initial RFQ Notification of Qualification	January 7, 2022
Commence Work	March 1, 2022

V. PROJECT SCOPE & REQUIREMENTS

Scope of Work

The anticipated start date of this work is March 2022.

Reflective consultants will provide group consultations monthly to agencies consisting of 6 to 8 individuals per group. Each session is expected not to exceed two hours in length. Sessions are anticipated to be virtual with the use of a reliable virtual platform (i.e. Zoom, WebEx, etc.)

Specific responsibilities will be aligned for each consultation service. In general, the responsibilities will include:

- Scheduling monthly group consultations with agencies as selected including arranging logistics.
- Providing monthly invoices for services rendered.
- Participating in evaluation and continuous improvement efforts.
- Attending quarterly meetings with Best Start for Kids.
- Receive own reflective supervision (not reimbursed).
- Participate in at least one training provided by Best Start for Kids.

Timeline

Consultants are required to submit a response to the RFQ including requested attachments. Applications will be accepted on a rolling basis through September 30, 2022, with initial applications due December 31, 2021 at 5pm PST.

Qualifications

This request for qualifications invites infant mental health professionals who have experience in group reflective consultation/supervision to apply to provide virtual reflective practice to prenatal – five providers in King County, Washington. Certification or endorsement in reflective consultation/supervision preferred.

WestEd will evaluate proposals based on the following criteria:

- Strong grounding of equity and social justice as a pivotal piece of reflective consultation/supervision.
- Previous experience in providing group reflective consultation/supervision for early childhood providers such as home visitors, early intervention, child protection, child welfare or any other human services agencies.
- Strong understanding of group reflective consultation/supervision such as reflection, awareness of uncomfortable feelings and thoughts, integration of new knowledge or perspective and evaluation.
- Ability to recognize and recollect salient events and provide emotional support for staff who experienced secondary traumatic stress which impact their own personal and professional well-being.
- Demonstrated knowledge about culturally appropriate services to the eligible persons. Culturally appropriate is defined as services that are delivered to reflect the unique individual needs of the eligible person such as language, gender, disability, racial/ethnic background, and social/religious background.

VI. PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the responses should include the following items and be organized in the manner specified below.

Please address the questions below in no more than 4 pages narrative. Please ensure that there is sufficient detail in your narrative in order for reviewers to have a clear understanding of your work.

A complete application will consist of the following elements (applications which do not include all elements will not score well in the review process):

1. **Cover Letter** – Consultant(s) will provide information such as certifications/licenses, previous experience in providing reflective consultation/supervision and where you and your organization are located.
2. **Proposal narrative** must include the following Information:
 - Describe your (or your organization's) experience in providing group reflective consultation/supervision to professionals who serve pregnant individuals, children ages zero to five, and/or their families.

- Describe the diversity of professionals you have provided reflective consultation/supervision for—by profession, race, culture, language, geography (e.g., urban or rural). State basic philosophy.
- How do you tailor your sessions to fit different audiences? Share the structure in which you conduct reflective consultation/supervision.
- How have you created open spaces for discussion about equity and social justice, historical and intergenerational trauma, resilience, and trauma-informed care into your sessions? Please provide examples.
- Equity and Social Justice is an integrated part of the County’s work and foundational to the work of Best Starts for Kids. Their goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and fair access to opportunities, power, and resources. All BSK funded programs seek to support organizations that are reflective of and embedded in the communities they serve and recognize and address the disparities and disproportionality that exist in our communities. Please provide some examples of how you incorporate equity and social justice into your work.
- Please describe the diversity of your reflective practice providers (you or your staff). What languages other than English do you or your staff speak?
- A resume and short bio for each member of your team, highlighting any relevant experience. (Successful applicant bios will be sent to birth to 5 provider agencies to help them select the reflective consultants they wish to engage)
- We view life, education, and work experiences as equally important. Is there anything else about your background and experience as related to this work that you think would be helpful for us to know? For example, please help us understand the communities you are a part of and have strong relationships with.

VII. REVIEW PROCESS

Responses should be submitted on the most favorable terms. WestEd contemplates selection of qualifications to the responsive, responsible vendor whose proposal is the most advantageous to WestEd, and its decision is final.

As a federal contractor, it is WestEd’s policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned business, and/or woman-owned businesses. Therefore, vendors that meet these criteria will be given preference, should they meet all other stated criteria in the RFQ.

VIII. COMPLIANCE WITH LAWS

Any Vendor must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions

of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any Vendor must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

IX. WRITTEN QUESTIONS AND ADDENDA

Written questions or comments regarding this RFQ must be in writing and received no later than (December 27, 2021). Questions should be emailed to Desiree Yoo at bsk-wested@wested.org All questions will be responded to via email. Vendor(s) invited to submit a response understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFQ that is unclear or open to more than one interpretation.

WestEd reserves the right in its sole discretion to revise or amend this RFQ prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFQ. Business are responsible for verifying they have received, and all responses shall acknowledge receipt of, all addenda issued by WestEd relating to this RFQ. Failure to acknowledge receipt of all such addenda may render a proposal nonresponsive.

X. SUBMISSION

Applications will be accepted on a rolling basis through September 30, 2022, with initial applications due December 31, 2021.

Responses should be submitted electronically to Desiree Yoo at bsk-wested@wested.org