



**REGIONAL CENTER OF THE EAST BAY
POLICY
REQUEST for PROPOSALS FOR RESOURCE DEVELOPMENT**

Regional Center of the East Bay supports persons with developmental disabilities and their families with the tools needed to achieve lives of quality, satisfaction, and builds partnerships that result in inclusive communities.

In order to meet the continuing need for new resources and services in Regional Center of the East Bay's (RCEB) catchment area, the regional center actively works to secure funding to develop new resources within our local catchment area and to distribute these funds to meet local needs through a Request for Proposal process.

RCEB is committed to an equitable and inclusive RFP process. Submissions from under represented providers and those who are knowledgeable about our diverse community are encouraged. All Request for Proposal announcements will be translated into RCEB's threshold languages. We welcome ALL submissions.

Funds available for resource development start-up are primarily received through authorization to distribute funding from the Department of Developmental Services (DDS) that is designated for Start-Up projects as part of RCEB's annual Community Placement Plan (CPP) and Community Resource Development Plan (CRDP).

Each year, the Community Services Department develops a comprehensive Community Placement Plan to identify residents of state developmental centers and other institutional settings who can transition into less-restrictive, community-based residential settings and individuals requiring additional specialized support services to avoid more restrictive placement. Additionally, the Community Services Department develops the Community Resource Development Plan (CRDP), requesting start-up funding to develop new services within our community. The CRDP is developed based on feedback gathered from people served by RCEB, families of people served by RCEB, RCEB staff, RCEB vendored service providers, and other community stakeholders.

RCEB conducts a Request for Proposal (RFP) process to solicit proposals for each Start-Up project. The process includes public notice to solicit proposals (website posting, service provider community email distribution), a meeting with interested applicants to share the specifics of the project and the application process. Applicants are evaluated using a proposal

standard evaluation rubric shared as part of the proposal, top scoring candidates are interviewed using standard questions, and review of any previous licensing, Medicaid, and other quality reviews. The RFP review committee may include individuals served by RCEB, family members, RCEB staff, and community partners. The committee includes RCEB staff involved in resource development as well as subject matter experts such as a behavior analyst for a behavioral home. All proposals must include a statement on diversity and equity as per California Welfare and Institutions code Section 4648.11. All applicants are notified of the outcome and provided with a copy of their evaluation rubric. Awardees names are be posted on the RCEB website after contracts are finalized.

The details of the RFP process are included in RCEB Procedure ##### and are posted on our website.

Exceptions to this policy:

- Start-Up funding to supplement funding from a prior year start-up contract approved by DDS
- Start-Up funding for a named Housing Agency allocated for multifamily, affordable housing development use.
- Start-Up funding for interagency, collaborative projects requiring identification of agency partners in advance of DDS approval of allocated funds

APPROVED AS BOARD OF DIRECTORS AS POLICY Date:

Modified: