

**REQUEST FOR PROPOSALS TO PROMOTE EQUITY AND**

**REDUCE DISPARITIES FY *2018-19*: Family Home Agency**

Date: May 15, 2019

To: Interested Individuals and Organizations

From: Regional Center of the East Bay

RE: Request for Proposals (RFP) for one project to promote equity and reduce disparities: Family Home Agency

Regional Center of the East Bay (RCEB) is a private non-profit organization under contract with the California Department of Developmental Services (DDS). RCEB is part of a statewide network of 21 Regional Centers responsible for the coordination and development of services to meet the needs of people with developmental disabilities in Alameda and Contra Costa Counties. RCEB has received funding for two projects intended to reduce disparities in purchase of service and to promote equity. The needed projects are outlined below, along with the corresponding funds available for the projects.

RCEB is seeking innovative approaches for this project that consider the needs of individuals who speak or whose families speak Vietnamese or Cantonese and are experiencing disparities as identified in RCEB’s purchase of service data. Ideas and approaches that have considered existing barriers and that address these barriers with culturally and linguistically congruent services are preferred.

Please note that per Senate Bill (SB) 74, there is a requirement that any service provider receiving funds through a negotiated rate cannot allocate more than 15% of received revenue towards administrative costs. Please refer to SB 74 for more information. A link to this is on the RCEB website, [www.rceb.or](http://www.rceb.org)g.

Service providers receiving $500,000 to $2,000,000 in revenue from Regional Centers are required to conduct an annual independent financial review or an independent financial audit and submit it to RCEB. If the service provider receives equal to or more than $2,000,000 in revenue from Regional Centers, they are required to conduct an annual independent financial audit and submit it to RCEB. This requirement is to be funded by the service provider.

**Family Home Agency:**

Start- up funding is available for one project to develop a Family Home Agency. It is expected that selected applicants utilize innovative and culturally congruent approaches that may be outside of the traditional paradigms of the developmental disabilities system to provide home solutions for individuals who speak or whose families speak Cantonese/Vietnamese and. These approaches include identifying homes that are part of the consumer’s existing ethnic/linguistic community.

**One Project**

Project FHA # 2

This project will develop family home solutions for adults who speak or whose family speak Cantonese or Vietnamese.

The FHA staff responsible for recruiting and monitoring homes as well as monitoring delivery of services to consumers will speak one or more of the identified languages to meet the needs of the consumers who are served.

Startup funding available: $50,000

Proposal Instructions and Submission Format: ***Deliver proposals to the Regional Center of the East Bay, Attn: Jairo Güiza at 500 Davis St., Suite 100, San Leandro, CA 94577 by 5 PM on June 5, 2019.*** Submit: an electronic copy and 8 (eight) copies of your proposal *fastened only with a binder clip*. **Please do not staple any of the pages, please do not use folders.** The proposal should be written in 12-point font, Times New Roman or Arial, double-spaced on white 8 ½ x 11 inch paper, single-sided. Email an e copy to jguiza@rceb.org. The hard copy and e copy must be received by 5:00 pm on the RFP deadline in order for the application to be considered complete.

We look forward to receiving your proposal. All additional inquiries regarding the application or requesting technical assistance should be directed to jairoguiza@rceb.org

P**lease do not call for application status**.

Please submit 8 (eight) single-sided copies and 1 (one) e copy of the following (in the order listed below):

**For Family Home Agencies**

1. RFP Application Form (Attachment A).

2. A statement indicating the author of the proposal.

1. Name, address, and telephone number of the prospective FHA administrator.
2. An Idea Statement. This is an opportunity to present a program proposal unique to your particular interests and experience. The Idea Statement must be five to seven

(5-7) pages addressing the following:

a. A brief description of your philosophy, values, exceptional, and innovative service approaches toward providing family homes that meet the linguistic and cultural needs of the targeted populations.

b. Please describe the assessment process and tools you will use to determine the care needs of the referred client.

c. A description of the training program for the staff responsible for recruiting homes as well as for staff responsible for delivery of services with emphasis on topics related to the type of clients that you will be serving.

d. A statement outlining your plan to serve culturally and linguistically diverse clients, as specified in each project. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity.

e. Specific time lines for completion of this project that covers all major steps in the process leading up to the targeted opening date of services

1. A line item **On-going Monthly Budget** that indicates the anticipated operating costs of your new program (Attachment B). Please be aware that trailer bill SB 74 states that administrative costs cannot exceed 15% of revenue received. Please see trailer bill for more information. Please note that, if selected for this project, a more comprehensive, detailed budget tool will be used.
2. A current **Financial Statement** (Attachment C) to include current quarterly Statement of Financial Position, current quarterly Statement of Activities, current quarterly Statement of Cash Flows, and most current audited CPA independent audit report. (You may be required to provide proof of financial responsibility prior to signing a contract for start-up funds).
3. The names, addresses and phone numbers of three **Professional References** and at least one professional letter of reference describing your abilities and qualifications in regards to this proposal (Attachment D).
4. A proposed **Start-Up Budget** defining how the funds will be used (Attachment F). Please note that there is an expectation that applicant will contribute in-kind funds during the start- up phase.
5. **Resume** demonstrating evidence of applicant’s qualifications such as: education, experience, and skills demonstrated in working with people with developmental disabilities (at least one year of providing direct supervision and special services to people with developmental disabilities).

**For Existing FHAs Only**

(8) A description of new strategies to be utilized to recruit and support families who are deaf/hard of hearing and/or fluent in ASL. What opportunities and challenges do you anticipate and how do you plan to address potential barriers.

**For New FHAs Only**

(8) A description of the process to develop this model of service delivery. Explain what barriers do you anticipate in developing this new model and how do you plan to address those barriers

For a more detailed explanation of the requirements mentioned in this RFP, all applicants are encouraged to obtain a copy of the California Code of Regulations Title 17, Division 2, Health and Welfare Agency - Department of Developmental Services Regulations, Chapter 3. Community Services, Subchapter 4.1. Family Home Agency (FHA) Regulations.

**Links to templates for Attachments A, B, C, D, E, and F are available on** [**www.rceb.org;**](http://www.rceb.org/)

**Click on the “For Providers” Section and then click on the “Request for Proposal Section”.**

**GENERAL LIMITATIONS:**

This Request for Proposal does not commit RCEB to award a contract, to pay any cost incurred

in the preparation of the proposal, to contract in response to this request, or to procure or contract for services or supplies. To be considered, proposals must be received at the RCEB by the closing date and time indicated.

**EVALUATION PROCESS:**

A. A Contact Person is identified with this project and will provide limited technical assistance with the RFP process as appropriate.

B. Applicants must submit 8 (eight) single-sided copies and an e copy of their proposal.

Hard copies and e copy must be received by 5:00 on the RFP deadline for the proposal to be considered.

C. All complete proposals will be evaluated through an Evaluation Committee review process. The Evaluation Committee may include such members as those who are RCEB staff, Developmental Disabilities Council staff, local State Council on Developmental Disabilities staff, Diversity and Equity Committee of the RCEB Board members, consumers, families, and others with specific expertise and knowledge as needed.

D. Contact Person notifies each applicant in writing of the Evaluation Committee’s decision.

In the event that no proposal is selected, RCEB may complete the RFP process without assigning an applicant to the project. The final decision made by the Evaluation Committee is not subject to appeal. Materials submitted by applicants will be held on file for a period of three years at the Regional Center of the East Bay.

**RCEB Timeline**

1. May 15, 2019: RFP is announced and disbursed

2. June 5, 2019; Proposals are due at RCEB at 5PM

3. June 6, 2019: Evaluation Committee process begins

Once a candidate is awarded the project, written correspondence is sent to all applicants informing them of the start-up award decision.