



**REQUEST FOR PROPOSALS
FY 2017-18
Community Placement Plan**

Date: April 10, 2018
To: Interested Housing Development Organizations (HDO)
From: Regional Center of the East Bay
RE: Request for Proposals (RFP)

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.

In the 2017-2018 Budget, DDS proposed an expansion of safety net services for individuals with developmental disabilities and severe behavioral and psychiatric conditions. The budget included funding to relocate and expand the Northern Stabilization Training Assistance Reintegration (N. STAR) acute crisis services to develop two five-bed homes in the Napa County and/or Solano County area. N. STAR will provide short term crisis stabilization for up to five individuals with developmental disabilities at each home. Individuals are admitted pursuant to the California Welfare and Institutions (WIC) Code Article 1 (commencing with 6500) of Chapter 2 of Part 2 of Division 6 due to an acute crisis, pursuant to Section 4418.7. The goal of the acute crisis service is to provide person centered treatment that will expedite the person's return either to their prior residence, or transition to a suitable community-based residential setting. N. STAR programs will be state operated with DDS employed staff. RCEB has identified a need for a Housing Development Organization (HDO) to acquire and develop two (2) N. STAR run acute crisis facilities in the Napa County and/or Solano County Area. These homes are intended to be ready by December 31, 2018 when the Sonoma Developmental Center is scheduled for closure.

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Please note: The HDO acts as a property manager/landlord and is not responsible for the provision of direct care or service to the clients. ***Applicants may apply for both homes and should state accordingly in their application.***

RCEB-SN-FY 2017-18 Project #4-#5**\$1,450,000 per project**

Two (2) five (5) bed N. STAR run acute crisis homes: This RFP is a Community Placement Plan (CPP) development for FY 2017/2018. DDS and RCEB has identified a need to acquire two single family homes in Napa or Solano county to be modified into acute crisis facilities for individuals with developmental disabilities and severe behavioral and psychiatric conditions. The Housing Development Organization will collaborate with RCEB and DDS in purchasing two five single bedroom homes using the Buy-It-Once Model. Each home will be a minimum of 2,200 square feet or larger and have a minimum lot size approximately a quarter an acre or larger. Homes will include universal design, sprinkler system, consideration for ensuring line of sight and sound proofing, and other customizations to meet the individual's needs, such as possibly hardening of the environment. The HDO will collaborate with RCEB and DDS on the possibility of including delayed egress devices and a secure perimeter after stakeholder engagement. RCEB and DDS approval will be required before the site is secured.

The sites and structures must be licensed by California's Community Care Licensing (CCL) or California Department of Public Health (CDPH). The facilities must provide for the individuals' needs for independence, choice and community integration training in order to meet the eligibility requirements for federal funding including but not limited to the following:

- The provision of individualized services
- Decision making by residents on day to day activities in the home or the community, visitors, when and what to eat, etc.
- Common areas that promote interaction
- Individual bedrooms that can accommodate non-ambulatory individuals
- Bathroom that can accommodate non-ambulatory individuals
- Access of clients who are non-ambulatory to all common areas
- Private space to visit with friends and family
- Private space to store personal items

The HDO housing provider should have experience developing housing for people with developmental disabilities, ideally housing for people with severe behavioral and psychiatric conditions. The HDO housing provider will be responsible for acquiring and remodeling or constructing a site suitable for the type of facility.

The facilities will be leased to and run by N. STAR. The HDO's development team will need to work with N. STAR staff and regional center staff to address the anticipated support needs of the individuals that will reside at these facilities. The HDO's development team will also need to work with N. STAR staff and RCEB staff to ensure that the requirements of Community Care Licensing (CCL) are met, and that the facility is constructed to accommodate non-ambulatory individuals. The properties selected, and the proposed designs of the sites must be approved by RCEB and DDS in advance of purchase. The HDO will provide landlord/property management duties. N. STAR will have a lease with the HDO specific to the property, wherein tenant/landlord obligations are specifically outlined.

Applicant must be willing to consider Napa County and Solano County area for locations of the proposed programs. If selected for the project, RCEB will inform applicant of preferred locations and will work with applicant to identify a site. RCEB and DDS will have final approval of the selection of a site.

****Please note that the selected HDO will have restricted titles on the homes. These homes are to be used in perpetuity to serve regional center clients. Therefore, if the HDO is unable to continue in their role, a new HDO will be selected.****

Proposal Instructions and Submission Format: *Deliver proposals to the Regional Center of the East Bay, Attn: Heather Jacobs at 500 Davis St., Suite 100, San Leandro, CA 94577 by 5 PM on the RFP deadline.* Submit an electronic copy and 5 (five) copies of your proposal, fastened with a binder clip. **Please do not staple any of the pages, please do not use folders.** Proposals must be written in 12-point font, Times New Roman or Arial, double-spaced on white 8 ½ x 11 inch paper, single-sided. All pages should include an identifying footer with HDO name, project number, and numbered pages. Email an e copy to rfp@rceb.org. Both 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 proposals. All additional inquiries regarding the application or requesting technical assistance should be directed to Heather Jacobs, Senior Resource Specialist at (510) 618-6497/e-mail at [hjacob@rceb.org](mailto:hjacobs@rceb.org). Please do not call for application status.

Proposal Requirements

1. RFP Application Form (Attachment A).
2. A statement indicating the author of the proposal.
3. Provide current **Financial Statement** (Attachment B) 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).
4. Proposal Narrative Part 1: Describe your experience with developing homes for people with developmental disabilities. Do you have any experience developing any or all of the types of facilities indicated in this Request for Proposals? What are some key features that you would want to consider in the development of this type of home?
5. Proposal Narrative Part 2: Describe your experience acting as property manager and landlord for homes in which people with developmental disabilities live.
6. Proposal Narrative Part 3: Provide a statement outlining your plan to serve diverse clients, including, but not limited to, culturally and linguistically diverse clients. 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.
7. Timeline Schedule. Please identify all important milestones in development of home and your proposal as to when these will be completed.
8. 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 C).
9. A proposed **Start-Up Budget** defining how the funds will be used. Please disperse funds into proposed line item categories.
10. **Resume** demonstrating evidence of applicant's qualifications such as: education, experience, and other related skills

Links to templates for Attachments A, B, and C are available on www.rceb.org; Click on the "For Providers" Section and then click on the "Request for Proposal Section".

*****THE APPLICATION PACKET MUST BE COMPLETE FOR CONSIDERATION. RCEB reserves the right to withdraw this RFP and/ or disqualify any proposal which does not adhere to the RFP guidelines. Proposals submitted after the indicated timelines will not be considered.*****

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 5 (five) single-sided copies of their proposal *and* email an e copy to rfp@rceb.org by 5:00 on RFP due date. Both hard copy and e copy due by deadline for application to be considered complete.
- C. All complete proposals will be evaluated through an Evaluation Committee review process.
- 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 RCEB.

RCEB Timeline

- 1. April 10, 2018: RFP is announced and disbursed
- 2. April 17, 2018 5:00 PM: Proposals are due at RCEB
- 3. April 17, 2018: Evaluation Committee process begins

Once candidates are awarded projects, written correspondence is sent to all applicants informing them of the start-up award decisions.