



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

Date: April 24, 2018  
To: Interested Individuals and Organizations  
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. RCEB has identified a need for a resource to serve individuals who are currently residing in the community. The needed resource is outlined on page 5, along with the corresponding start-up funds which are available for each project. PLEASE NOTE: Start-up funds are meant to supplement the costs involved with developing the project. It is expected that the applicant will have sufficient funds to contribute to the development. Also, applicant must have sufficient funds to manage the transition time, when the program is not full. This process could take up to a year.

RCEB is seeking an innovative, person centered, state-of-the-art, model program for the identified project. The Program description should emphasize staff training, exceptional client services, and excellent quality improvement practices. The awardee will work closely with the Interdisciplinary Teams (ID Teams) while developing the service, prior to admission and thereafter. RCEB reserves the right of final approval prior to any client admission. Date of admission is determined by the ID Teams.

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.org](http://www.rceb.org).

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.

The execution by RCEB and the successful applicant of a formal written contract is a condition precedent to the enforceability of the project, grant or contract award. Therefore, at any time before RCEB and the successful applicant sign a formal contract, RCEB reserves the right to

cancel or rescind the project, grant or contract award, with or without cause. In such event, RCEB shall have no liability to the applicant. Therefore, any expenses the applicant incurs before executing the final contract are at its own risk.

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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 due date.*** 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.** 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 agency name, project number, and numbered pages. Email an e copy to [rfp@rceb.org](mailto: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.**

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

1. RFP Application Form (Attachment A).
2. A statement indicating the author of the proposal.
3. An Idea Statement. This is an opportunity to present a program proposal unique to your particular interests and experience. The Idea Statement must include: **(Use appropriate section headers)**

Thirteen to Sixteen (13 to 16) page Idea Statement addressing the following:

- a. A brief description of your philosophy, values, exceptional, and innovative service approaches toward providing the indicated service for the targeted group of clients (1 page)
- b. Please describe the assessment process you will use to determine the strengths and challenges of the referred client. Describe any assessment tools you will use. How will you assess compatibility with other clients who may already live there? Please describe the basic and specialized services that you will offer to the clients. How will you determine which specialized services may benefit the client? Who would you try to contact to get information as part of the assessment of the individual? (3-5 pages)
- c. Describe your intervention process should a client who lives in the home or goes to the day program become unstable and poses a challenge for the services you provide. (1 page)

- d. A sample one-week's client program schedule that identifies day activities and community integration activities (up to 1 page)
  - e. A one-week schedule that shows proposed staffing pattern that includes the number and distribution of hours for licensed (if applicable) and unlicensed staff and other support personnel (1 page)
  - f. An organizational chart demonstrating the various programs your organization operates and how this proposed project would fit into this chart (1-2 pages)
  - g. An organizational chart that identifies lead and supervisory personnel (up to 1 page)
  - h. A description of the staff training program for at least a 12 month period (up to 1 page) with emphasis on topics related to the type of clients that you will be serving.
  - i. A description of your plan for evaluating program services and your plan for quality improvement. (1 page)
  - j. 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. (up to 1 page)
  - k. 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 page)
4. 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.
  5. Provide 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).
  6. 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).
  7. A list of proposed **Program Consultants**, salary paid and estimated hours per month for start-up and on-going consultation (Attachment E).

8. 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. Please indicate these in-kind funds on this document. Also, applicant must have ability to be financially solvent during the transition period (i.e. time between the day that the home opens and the day that all clients have moved in). RCEB will not be able to reimburse provider for vacant beds.
9. **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) and those with mental health, behavioral, and health issues.

**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”.**

***\*\*THE APPLICATION PACKET MUST BE COMPLETE FOR CONSIDERATION. PROPOSALS THAT EXCEED THE INDICATED PAGE SINGLE-SIDE LIMIT WILL NOT BE CONSIDERED. (Page limit is in regards to the Idea Statement and does not include the statement of author of proposal, identified attachments A-F, and Resume)\*\****

**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, Area Board V staff, Developmental Disabilities Council staff, state developmental center staff, and clients and families.
- 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. April 24, 2018: RFP is announced and disbursed
2. May 25, 2018: 5:00 PM: Proposals are due at RCEB
3. May 29, 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.

### **PROJECT DESCRIPTION:**

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#### **Fiscal Year 2017-18 Project #3:**

#### **One (1) Four Bed Specialized Residential Facility for Adults with a diagnosis of Autism Spectrum Disorder (ASD) and Significant Behavioral Challenges.**

Regional Center of the East Bay has identified a need for a 4 bed specialized residential facility to serve adults with a diagnosis of Autism Spectrum Disorder who also need intensive behavioral supports. Clients may also have mental health challenges. The individuals served will be aged 18-59. Due to the intensive needs of the individual, more support is needed than what can be provided in the ARM Level system. Provider must be able to provide an enhanced staffing ratio and will be expected to consult with a behaviorist and other needed consultants. Examples of the behavioral issues that might be encountered are physical aggression towards peers and staff, property destruction, elopement, PICA, and self-injurious behavior. It is possible that these behaviors would occur frequently and could be severe. Staff should have experience working with individuals who have ASD. The home should have the ability to accommodate four non-ambulatory consumers. RCEB has final approval over selection of the home.

**Start Up Funding: \$250,000**

**On-Going Rate: to be negotiated pursuant to State law and regulations**

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