



REQUEST FOR PROPOSALS
FY 2019-20
Community Placement Plan

Date: May 15, 2020
To: All Potential Interested Parties
From: Regional Center of the East Bay
RE: Request for Proposal (RFP)

RCEB-SN-FY- 2019-2020-13

\$836,000

Service Description:

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 intellectual disabilities in Alameda and Contra Costa Counties.

RCEB has identified a need for a person centered, evidence based model for crisis intervention and stabilization for individuals with Intellectual and Developmental Disabilities and co-occurring behavioral health issues. The ideal provider would be one who participates in a nationwide network of experts in this specialized area and one who utilizes a vetted model that has national recognition. The provider will fully support current evidence based practices in regard to people with an Intellectual/ Developmental Disability experiencing a crisis and will have experience in supporting implementation in other areas and other states. RCEB is looking for a model that includes trauma informed care, is person centered, is research based, includes effective data collection, and measurement of outcomes. The ideal provider will offer education of this model, technical assistance, and mentoring to identified programs where individuals with complex needs struggle to maintain community tenure. The provider will create a strong foundation for crisis support for individuals across the lifespan and must be able to provide support to individuals with an Intellectual/ Developmental Disability residing in the community, either for persons residing with their families or those being supported by service providers. This provider must effectively educate, train, and mentor support in our community and be well versed in existing evidence based practices, trauma informed care, creating community linkages to other necessary support, and providing direct in home support to families or other service providers when such expertise is required to assist and individual with complex needs to be successful in day to day needs. This model will require expertise in co-occurring psychiatric disorders, co-occurring substance abuse, expertise with sophisticated behavioral interventions as well as expertise in emotion regulation, co-occurring criminogenic needs, skill acquisition, and community outreach and education.

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. This requirement is to be funded by the service provider. Please refer to SB 74 for more information. A link to this is on the RCEB website, www.rceb.org.

Also, providers receiving more than \$500,000 up to \$2,000,000 in revenue from Regional Centers are required to conduct an annual independent financial review or independent financial audit and submit it to RCEB. If the 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.

Proposal Instructions and Submission Format: Submit an electronic copy of your proposal, **by**, May 28, 2020 by 5:00 PM. Proposals must be written in 12-point font, Times New Roman or Arial, and be double-spaced.

All pages should include an identifying footer with agency name, project number, and numbered pages. Email an e copy to rfp@rceb.org. The 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 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**)

A twelve 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.
- b. Please provide agency mission, vision, and value statements related to proposed project
- c. Please provide agency outcomes: Describe anticipated outcomes of the proposed service for people participating in the program and how achievement of outcomes will be measured.
- d. Please describe the assessment and planning process for the start up of this model. How will individual goals/ objectives be determined and progress measured? How will individual's supports and services be determined?
- f. An organizational chart demonstrating the various programs your organization operates and how this proposed project would fit into this chart.

- g. A description of the staff training program for at least a 12 month period with emphasis on topics related to the type of clients that you will be serving.
 - h. A description of your plan for evaluating program services and your plan for quality improvement.
 - i. 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.
 - j. 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
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.
 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; 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 an e copy of their proposal 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. May 15, 2020: RFP is announced and disbursed
- 2. May 28, 2020: 5:00 PM: Proposals are due at RCEB
- 3. June 1, 2020: Evaluation Committee process begins

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