**REQUEST FOR PROPOSALS FY *2023-24***

**Community Placement Plan**

Date: February 16, 2024

To: All Interested Individuals and Organizations

From: Regional Center of the East Bay

RE: Request for Proposal (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 Intellectual/Developmental Disabilities (I/DD) in Alameda and Contra Costa Counties.

RCEB has identified a need for a service provider for an Enhanced Behavior Support Home (EBSH) to serve four (4) individuals with I/DD who also have forensic, behavioral and/or mental health support needs. The individuals are currently residing in Porterville Developmental Center or a Mental Health Rehabilitation Center (MHRC) or an Institute for Mental Disease (IMD), or in another locked or highly restrictive settings. Other individuals may be living in the community and at risk of admission to one of these restrictive settings.

Preference will be given to local service providers with experience in providing services in the East Bay as well as those who have experience serving our culturally and linguistically diverse community.

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.

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](http://www.rceb.org). **This requirement does not apply to startup funds.**

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.

**RCEB-FY- 23-24 Project #6 $245,000 for Start Up Costs**

**Ongoing Rate: to be negotiated pursuant to State Law and Regulations.**

One (1) service provider for a four (4) bed Enhanced Behavior Supports Home for four (4) adults with intellectual or developmental disabilities who also have forensic, behavioral and/or mental health support needs. Prospective applicants shall familiarize themselves with the applicable regulations for an EBSH. The facility will offer four (4) bedrooms for a maximum of four (4) client residents. The home will be fully accessible and be able to support two (2) ambulatory and (2) non ambulatory individuals. The home is not intended to have delayed egress or secure perimeter.

The selected service provider will work with the selected Housing Development Organization (HDO), Brilliant Corners. Brilliant Corners was selected and awarded this project in fiscal year 22-23. The home has been selected by RCEB and Brilliant Corners and purchased. The selected service provider, HDO, and regional center staff will meet to plan renovations to the home to address the physical, forensic, mental health, behavioral and/or sensory needs of the individuals. The home is located in Contra Costa County. The service provider will have a lease with the HDO specific to the property, wherein tenant/ landlord obligations are specifically outlined.

PLEASE NOTE that the selected HDO will have restricted title on the home. The home will be used in perpetuity to serve clients. Therefore, if the HDO and/or selected service provider are unable to continue in their role, RCEB will select a different HDO or service provider to operate the home.

Proposal Instructions and Submission Format:

1. ***Submit 2 electronic copies of the proposal***
2. One electronic copy must **contain all of the information, including the attachments** that is required for this RFP.
3. One electronic copy of the proposal must contain all of the information that is required by this RFP, but **must be redacted to remove all identifying information about the organization, key staff and consultants**. Please remove the organization’s name and the names of staff and consultants from all pages of the redacted proposal. Be sure to redact information in the footer of each page.
4. Proposals must be double-spaced and submitted as a Word document. All pages should include an identifying footer with service provider name, project number, and numbered pages.
5. Email the redacted and non redacted copies to rfp@rceb.org.
6. The two electronic copies must be received by **5:00 pm on the RFP deadline: Monday, March 18, 2024**, *LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.*

RCEB will host a **Bidders Conference** (RFP Question and Answer Session) on Monday, February 26th, 2024, from 11:00 a.m. to 12:00 p.m. The Bidders Conference will be held on Zoom. Please see below for Zoom log in information.

**Bidder's Conference Zoom Meeting 11am-12pm**

Time: Monday, Feb 26, 2024 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89625579700?pwd=WI9aGmRg6VjvJ7ZVEI7BNDFZLLKM1y.1>

Meeting ID: 896 2557 9700

Passcode: 141478

All additional inquiries regarding the RFP application process or requesting technical assistance for this project should be directed to Heather Jacobs, RCEB Senior Resource Specialist at (510) 618-6497 or e-mail hjacobs@rceb.org. Please do not call or email regarding application status.

**Proposal Requirements**

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. Each category will be scored based on content. The Idea Statement must include: **(Use appropriate section headers)**

 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 (5 points)

b. Describe the assessment process you will use to determine the strengths and challenges of the referred client. Describe assessment tools you will use. How will you assess compatibility with other residents? 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? (5 points)

c. Describe the intervention process should a client who lives in the home become unstable and poses a challenge for the services you provide. (5 points)

d. Provide a one-week staffing schedule that shows the proposed staffing pattern. Include the number and distribution of hours for licensed staff (if applicable), unlicensed staff, and other support personnel. Also include a sample one-week’s client program schedule that identifies day activities and community integration activities. (5 points)

e Provide an organizational chart showing the various programs your organization operates and how this proposed project would fit into this chart. Also provide an organizational chart that identifies lead and supervisory personnel. (5 points)

f. Include 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. (5 points)

g. Provide a description of your plan for evaluating program services and your plan for quality improvement. (5 points)

h. Include 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. (5 points)

i. Describe specific time lines for completion of this project. Include all major steps in the process leading up to the targeted opening date of services (5 points)

4. Include a line item **On-going Monthly Budget** that indicates the anticipated operating costs of your new program (Attachment B). 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. Include the names, addresses and phone numbers of three **Professional References** and include at least one professional letter of reference describing your abilities and qualifications for this proposal (Attachment D).

7. Include a list of proposed **Program Consultants**, salary paid and estimated hours per month for start-up and on-going consultation (Attachment E).

8. Include a proposed **Start-Up Budget** showing how funds will be allocated (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 the budget 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. Provide a **Resume** demonstrating evidence of applicant’s qualifications such as: education, work experience, experience providing supervision and special services for individual with Intellectual and Developmental Disabilities (I/DD) (at least one year of providing direct supervision and special services to people with I/DD) and also experience supporting people with mental health, behavioral, and forensic support needs.

**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, **complete proposals** must be received by the closing date and time indicated above.

**EVALUATION PROCESS:**

1. A Contact Person is identified for the project and will provide limited technical

assistance with the RFP process as appropriate.

 B. All complete proposals will be evaluated through an Evaluation Review Committee review process. The Evaluation Committee is comprised of

representatives from Area Board V, the local Developmental Disabilities Council,

and Regional Center staff from a range of professional disciplines that have

expertise with the specific RFP. The redacted versions of the RFP will be reviewed

and scored by the Evaluation Review Committee using the following scale:

 **1**: Poor- Information is incomplete.

 **2**: Below Average- Information is adequate; does not specifically address the topic.

 **3:** Average**-** Includes all required information.

 **4**: Above Average- Includes all required information and has elements of creativity in some areas.

 **5:** Excellent- Response demonstrates thoroughly innovative ideas.

C. The applicants with the highest scores are invited to appear before the Evaluation Review Committee for an interview to discuss their proposal in more detail. The Evaluation Review Committee will rate the applicant’s responses with the following scale:

 **1**: Poor- Information is incomplete.

 **2**: Below Average- Information is adequate; does not specifically address the topic.

 **3:** Average**-** Includes all required information.

 **4**: Above Average- Includes all required information and has elements of creativity in some areas.

 **5**: Excellent- Response demonstrates thoroughly innovative ideas.

D. The applicant with the highest combined scores from the written proposal review and

 interview process will be awarded the startup project. Please note that RCEB may

 complete the RFP process without awarding 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 RCEB.

 E. Once candidates are awarded projects, written correspondence will be sent to all applicants

 informing them of the startup award decisions. RCEB will allow an opportunity for

 applicants to discuss why their project was not selected, should the applicant request.

 Please do not call or email to inquire about the status of the project.

**RCEB Timeline**

1. February 16, 2024: RFP is posted, announced, and disbursed
2. February 26, 2024: Bidders Conference (formerly called RFQ) 11 a.m. to

12 p.m.

1. March 18, 2024: Complete proposals are due to rfp@rceb.org by 5 pm.
2. March 21 2024: Written Proposals sent to Evaluation Committee
3. March 28, 2024: Written Proposal scores to be tallied
4. April 09, 2024 Interviews begin; SAVE THE DATE

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 **SERVICE PROVIDER RFP REVIEW SCORE SHEET:**

**(This is the score sheet the members of the RFP Committee will use to score the proposal. This sample score sheet is provided for informational purposes so interested parties can see how the proposals will be scored)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s Name:** |  | **RCEB Fiscal Year and Project Number:** |  |
| **Evaluator’s Name:** |   | **Date:** |  |

**Score Key:** please rate 1-5 considering the following breakdown: **Score**: \_\_\_\_\_\_\_\_\_\_

 **1**: Poor- Information is incomplete.

 **2**: Below Average- Information is adequate; does not specifically address the topic.

 **3:** Average**-** Includes all required information.

 **4**: Above Average- Includes all required information and has elements of creativity in some areas.

 **5:** Excellent- Response demonstrates thoroughly innovative ideas.

**Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **3.**  | **CRITERIA for Idea Statement:**  | **SCORE** | **COMMENTS** |
| a. | A brief description of your philosophy, values, exceptional, and innovative service approaches toward providing the indicated service for the targeted group of clients (5 points) |  |  |
| 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? (5 points) |  |  |
| c | Describe your intervention process should a client who lives in the home become unstable and poses a challenge for the services you provide. (5 points) |  |  |
| d. | 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. Include a sample one-week’s client program schedule that identifies day activities and community integration activities. (5 points)  |  |  |
| e. | An organizational chart demonstrating the various programs your organization operates and how this proposed project would fit into this chart. Also, an organizational chart that identifies lead and supervisory personnel. (5 points) |  |   |
| f. | 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. (5 points) |  |  |
| g. | A description of your plan for evaluating program services and your plan for quality improvement. (5 points) |  |  |
| h. | 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. (5 points) |  |   |
| i. | 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 (5 points) |  |  |