



**REQUEST FOR PROPOSALS**  
**FY 2023-24**  
**Home and Community-Based**  
**Services Funding**

Date: June 5, 2024  
To: Interested Organizations  
From: Regional Center of the East Bay  
RE: Request for Proposal (RFP)

In January 2014, the federal Centers for Medicare and Medicaid Services issued final regulations, or rules, for Home and Community-Based Services (HCBS). The rules require that HCBS programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. In accordance with the 2021 enacted budget, \$15 million will be allocated to regional centers to fund necessary changes to assist providers in taking steps towards modifying their services to come into compliance with the HCBS rules.

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 contractor that will facilitate the creation of an online learning toolbox that contains self-paced learning modules for vendors and providers that includes testing and producing certificates of successful completion to assist in maintaining HCBS Compliance. This online learning toolbox will be integrated into RCEB's current systems, so that there is continuity of ownership and operation.

Preference for 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.

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).

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- HCBS FY- 23-24 Project**

**\$245,000 for Contractor Costs**

Proposal Instructions and Submission Format:

1. ***Submit 2 electronic copies of the proposal***
2. One electronic copy should **contain all of the information** that is required by this RFP.
3. One electronic copy of the proposal should 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 as well.
4. Proposals must be double-spaced and submitted as a PDF document. All pages should include an identifying footer with the organization's name and numbered pages.
5. Email two copies to [hcbs@rceb.org](mailto:hcbs@rceb.org) with the Subject Line: HCBS RFP – Online Learning Toolbox
6. **The two electronic copies must be received by 5:00 pm on the RFP deadline: Friday, June 14, 2024.** Incomplete applications will not be considered.

Any and all inquiries should be directed to Fruc Menchavez, HCBS Specialist, at (510) 618-6146/email at [fmenchavez@rceb.org](mailto:fmenchavez@rceb.org). We look forward to receiving your proposals. Please do not call for application status.

RCEB will host a Bidders Conference (Question & Answer Session) on June 13, 2024, 1PM-2PM. The Conference will be held on Zoom and organizations must register using the provided link: <https://us02web.zoom.us/meeting/register/tZMtdO6qpz4rHtbZCCNemOPkUkVjV9QJiw5j>

## **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 proposal unique to your particular interests and experience. Each category will be scored based on content. The Idea Statement must address and include the following:
  - a. A description of your experience with developing self-paced, online curricula for direct support professionals. (5 points)
  - b. A description outlining your plan to serve diverse groups of people, especially, a culturally and linguistically diverse set of stakeholders. Provide examples of your commitment to addressing the learning needs of this diverse group. Include any additional information that you deem relevant to issues of equity and diversity. (5 points)
  - c. A description of your plan for evaluating program services and your plan for quality improvement. (5 points)
  - d. Specific timelines for completion of this project that covers all major steps in the process leading up to the targeted opening date of services (5 points)
4. 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).
5. A proposed **Budget** defining how the funds will be used. Please disperse funds into proposed line item categories.
6. 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).
7. **Resume** demonstrating evidence of applicant’s qualifications such as: education, experience, and other related skills

**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:**

- A. A Contact Person is identified for 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, 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 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 score of the written and interview process will be awarded the start up grant. 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 the RCEB.
  
- E. All applicants will be sent letters letting them know if they were or were not awarded the project. RCEB will allow an opportunity for applicants to discuss why their project was not selected, should the applicant request.

Once candidates are awarded projects, written correspondence will be sent to all applicants informing them of the HCBS Funding award decisions. Please do not call or email to inquire about the status of the project.

### **RCEB Timeline**

1. **June 5, 2024:** RFP is announced and disbursed
2. **June 13, 2024, 1PM-2PM:** RFP Q&A.
  - a. Please register to attend:  
<https://us02web.zoom.us/meeting/register/tZMtdO6qpz4rHtbZCCNemOPkUkVjV9QJiw5j>
3. **June 14, 2024 at 5:00 PM:** Complete proposals are due to [hcbs@rceb.org](mailto:hcbs@rceb.org)
4. **June 17, 2024:** Written Proposals sent to Evaluation Committee
5. **June 20, 2024:** Written Proposal scores to be tallied
6. **June 24, 2024:** Interviews to begin

**SERVICE PROVIDER RFP REVIEW SCORE SHEET:**

**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.

	<b>CRITERIA for Idea Statement:</b>	<b>SCORE</b>	<b>COMMENTS</b>
a.	A description of your experience with developing self-paced, online curricula for direct support professionals. (5 points)		
b.	A description outlining your plan to serve diverse groups of people, especially, a culturally and linguistically diverse set of stakeholders.  Provide examples of your commitment to addressing the learning needs of this diverse group. Include any additional information that you deem relevant to issues of equity and diversity. (5 points)		
c.	A description of your plan for evaluating program services and your plan for quality improvement. (5 points)		
d.	Specific timelines for completion of this project that covers all major steps in the process leading up to the targeted opening date of services (5 points)		