

REQUEST FOR PROPOSAL

DATE: March 1, 2016

RE: Licensed Adult Behavior Management Day Programs

DUE: April 29, 2016; no later than 5:00 P.M.

TO: All interested parties

SUMMARY: Licensed Behavior Management Adult Day Programs with an emphasis on behavior management, self-care deficits, and vocational training leading to competitive integrated employment. Programs to provide services to RCOC consumers throughout the RCOC service catchment area. Respondents must also be prepared to coordinate transportation services for consumers to be served.

**Access California Code of Regulations (CCR), Title 17 via www.dds.ca.gov
Access California Code of Regulations (CCR), Title 22 via www.cclid.ca.gov**

The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP). We are including specifics regarding this proposal in order to help you in the application process. Please read all material and follow the guidelines presented within this document. Thank you in advance for your effort in helping serve persons with developmental disabilities, alongside the Regional Center of Orange County.

ADULT DAY PROGRAM NEED

RCOC is seeking to develop four programs, to be established in the communities of 1) Buena Park, La Palma, Cypress, or Stanton; 2) Huntington Beach, Fountain Valley, or Costa Mesa; and 3) Garden Grove, Tustin, or Santa Ana; 4) Aliso Viejo, Laguna Hills, or San Juan Capistrano. The adult day programs to be vendored must serve consumers requiring 1:1, 1:2, and 1:3 staffing ratios, and meet the qualifications and requirements for Service Codes 515 and 063 as defined by California Code of Regulations (CCR), Title 17 Section 54342. The program designs for these adult day programs must detail the program's philosophy and goals, expected outcomes of services to be provided, entrance and exit criteria, curriculum and supports to be provided, evaluation process regarding consumers' goals/objectives, staffing ratio, staff qualifications and training plan, and other program components as required pursuant to CCR, Title 17 Section 56712.

Adult day programs developed must be licensed through Community Care Licensing (CCL), with a licensed capacity of no less than 30 consumers to be served at each site. Although the programs will be required to be licensed through CCL, activities and supports provided by the programs will encourage community integration on a regular basis in accordance with the Centers for Medicare and Medicaid Services' Final Rule. Furthermore, services and supports focused on vocational training which can lead to integrated competitive employment opportunities are required features of the programs to be developed.

Vendored providers must be prepared to work with existing transportation resources and/or be prepared to provide transportation for consumers to be served.

CONSUMER PROFILES/TARGET POPULATION

Applicants responding to this RFP must expect to review and be prepared to serve consumers with any combination of the following profiles:

- RCOC eligible consumers
- Self-Care Deficits
- Challenging Behaviors
- Special Dietary Requirements
- Assistance with Medication Administration
- Little or No Vocational Training
- Mental Health Diagnosis
- Male and Female consumers
- Ambulatory and Non-Ambulatory
- Requiring assistance transferring in/out of wheelchairs
- Special Health Needs
- Consumers transitioning from school district funded programs
- Culturally and Linguistically Diverse

ELIGIBLE APPLICANTS

Refer to CCR, Title 17 Section 54314 for applicants **not** eligible.

Applicant(s) must:

- Demonstrate the ability to provide cost-effective and quality services and supports as described in CCR, Title 17 Chapter 3, SubChapter 5, and;
- Demonstrate experience in providing adult day services for individuals with developmental disabilities, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain self-care related skills, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities with Special Health Needs, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain vocational related skills, and;
- If already vendored, be subject to a review of citations from a regional center or licensing within the last two (2) years and/or last two (2) annual evaluations whichever is longer.
- If already vendored, required to provide for review a copy two (2) years of the most recent financial statement.

All applicants are subject to approval by RCOC pursuant to CCR, Title 17 Regulations. Eligibility will also be contingent on evaluations completed by RCOC, and any citations received within the last two (2) years from a regional center or licensing agency based on the nature and severity of the violation(s). Please note that there is no obligation on the part of RCOC that a respondent will be selected for project implementation for each of the programs to be developed.

RATE OF REIMBURSEMENT

The rate of reimbursement for adult day program services is based upon CCR, Title 17 Regulations and the rates established by the Department of Developmental Services.

APPLICATION PROCESS

Step 1: RFP applications submitted to RCOC by due date.

Step 2: Applications will be screened for acceptability based upon minimum RFP requirements.

Step 3: Applications accepted will be reviewed by an RFP Review Committee based upon the criteria specified above and the overall content of the individual submission.

Step 4: Upon review of all applications, selected applicants and those not selected will be notified in writing.

Step 5: Applicant(s) that have been selected for further consideration will be asked to meet with RCOC staff. Upon further consideration, applicants selected will be notified in writing of award notice.

Step 6: If awarded the proposal, the applicant will be required to submit a full program design and vendor application. RCOC will collaborate with the applicant to achieve an acceptable program and projected implementation date to best meet the needs of the consumers to be served.

Step 7: Following the submittal of the vendor application and approval of program design, a vendor number will be assigned.

PROPOSAL REQUIREMENTS

Each proposal must include the following statements in the order listed below. Evaluation of the information will be the determining factors in the selection process.

- Agency/Individual experience and background
- Brief program design statement
- Attachments

PROPOSAL CONTENT REQUIREMENTS

Proposals (Section I and II) exceeding 10 pages will not be reviewed past the 10th page.

Face Sheet (attached):

Name, address, and telephone number of the applicant. If the applicant is a corporation, list the principle members of the corporation and include verification of incorporation in California. Vendor number(s), vendoring regional center(s), and facility license (if applicable). Name the author(s) of the proposal and list any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.

Section I

Agency/Individual experience and background information must be presented in the following manner:

- A. Qualifications of the agency/individual. Provide information about current experience in each of the following areas: prior experience with adult day services, prior experience in supporting individuals with developmental disabilities develop self-care skills, prior experience in supporting individuals with developmental disabilities address behavior

management issues, and prior experience in supporting individuals with developmental disabilities develop vocational skills that can be transferred to integrated competitive employment opportunities.

- B. Qualifications of leadership staff which details education, knowledge and experience providing services to persons with developmental disabilities. Describe how the documented experience, education and knowledge are seen as a good fit for developing this program.

Section II

The applicant's brief program design statement must address CCR, Title 17 Section 56712. The proposal is to be a summary description of the following key areas:

- A program summary which should include, but not be limited to, the program's philosophy, the program's goals in serving regional center consumers, the program's expected outcomes for consumers receiving supports through this program, and;
- Information regarding the program's entrance and exit criteria, and;
- A description of the evaluation process to be used in determining how each consumer's goals/objectives will be met, as specified on each consumer's Individual Program Plan, and;
- A description of services and supports that will be provided to help consumers meet their goals/objectives, specifically addressing behavior management needs, and;
- Information regarding initial and ongoing staff training, and;
- Information regarding the anticipated staffing pattern(s) and the duties of staff assigned (which is to be linked to Organizational Chart), and;
- A description of the program's plan to support diverse populations, including but not limited to culturally and linguistically diverse populations.

If selected, this summary program plan may serve as the framework for Step 6 in the process which is submittal of complete program design. This outline may be used as a guide in responding to the summary description identified above. **Do not submit a completed program design as a more complete outline will be provided to those providers selected as a result of the evaluation process.**

Attachments (not included in the 10 page limit)

Each of the following items is required to fulfill the proposal response.

Attachment #1- References and/or Letters of Recommendation

The proposal must include at least two (2) references with addresses and telephone numbers. Applicants should be aware that the selection committee may elect to contact references.

Attachment #2- Organizational Structure

An organizational chart for this project must be included (full names), and identification of the governing or advisory board, administrative and supervisory hierarchy, and the anticipated staffing pattern(s), etc. Identification of the private or corporate ownership must be identified on an attached page. If the company is under corporate ownership, the owners and/or board of directors must also be identified by name, address, and telephone number.

Attachment # 3- Consultants & Qualifications

If the applicant is anticipating engaging consultants, such consultants, their name, address and telephone number must be identified. The qualifications/credentials must be identified with each

consultant's function(s), role, and/or purpose articulated in the brief program design. The proposal must include information regarding the instructional strategies that will be used during service hours when the applicant will be supporting consumers.

Attachment #4- Financial Statement

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities. In addition, the applicant must document available line of credit (by authorizing institution), and provide the necessary information for verification by the selection committee.

FORMATTING REQUIREMENTS

Proposals will be disqualified from consideration for failure to: follow instructions, complete documents, submit all required documents, or meet the deadline. **No exceptions will be made.**

- Standard size (8 ½ x 11) white paper
- Typed, using a standard 12 point font, single-spaced pages with one (1) inch margins
- Every page must be numbered consecutively
- Do not place in ring binders or folders, but rather use binder clips or compressor clips
- Table of contents indicating each of the areas to be evaluated and page numbers
- Clearly label each Section
- Clearly label each Attachment

A complete RFP response must contain the following:

- Face Sheet
- Proposal (limited to 10 pages)
 - Section I
 - Section II
- Attachments (not included in the 10 page limit):
 - #1 References and/or Letters of Recommendation
 - #2 Organizational Structure
 - #3 Consultants and Qualifications
 - #4 Financial Statement(s)

ADDITIONAL PROVISIONS:

- RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right not to select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondent's program proposals do not meet a minimum evaluation standard.
- Individuals presenting proposals in response to this request MUST submit an ORIGINAL and TWO (2) copies of all required information to RCOC.
- Completed proposals for this RFP are due by Friday April 29, 2016, no later than 5 pm. Proposals received after 5 pm on the due date will be returned unopened. Proposals may be sent U.S. mail to the following address:

Arturo Cazares, Employment and Day Services Manager
Regional Center of Orange County
P.O. Box 22010
Santa Ana, CA 92702-2010

The proposal may also be **hand delivered** to the following address:

Arturo Cazares, Employment and Day Services Manager
Regional Center of Orange County
1525 North Tustin Ave.
Santa Ana, CA 92705

- **Proposals will be stamped with the date and time of receipt.**

Face Sheet

(**Must** be used as the cover page for the proposal)

RFP#: Licensed Behavior Management Adult Day Program	RFP Due Date: 5:00 pm, Friday April 29, 2016
Applicant (Agency) Name (If applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
Site Address:	
List name of consultant and/or individuals involved in writing the proposal: Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor Number:	Vendor Number:
Regional Center:	Regional Center:
Vendor Number:	Vendor Number:
Regional Center:	Regional Center: