

## REQUEST FOR PROPOSAL

**DATE:** December 4, 2023

**RE:** Community-Based Adult Day Programs

**DUE:** January 26, 2024; no later than 5:00 pm

**TO:** All interested parties

**SUMMARY:** Community-Based Adult Day Programs to provide opportunities leading to skill acquisition through community-based activities, while integrating persons served with their community. Skills training and activities may also include vocational skills training opportunities, such as volunteer work and paid internships (through the Paid Internship Program), leading to competitive integrated employment. These programs will support individuals with a wide range of interests, preferences, and needs, thus requiring knowledge and experience regarding person-centered thinking and planning. These programs are to provide services to persons served by RCOC throughout the RCOC service catchment area. Respondents must also be prepared to provide transportation services for persons served by the program staff during program service hours. All services and supports provided must occur in integrated and inclusive community-based settings.

**Access California Code of Regulations (CCR), Title 17 via [www.dds.ca.gov](http://www.dds.ca.gov)**

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The Regional Center of Orange County (RCOC) appreciates your interest in responding to this Request for Proposal (RFP). RCOC is including specifics regarding this proposal as guidance in the application process. **Please read all material and follow the guidelines presented within this document.** Thank you in advance for your interest and effort in supporting persons served by RCOC.

### **ADULT DAY SERVICE NEED**

RCOC is seeking to develop up to three programs, to provide services to individuals residing in various cities throughout the RCOC catchment area (Area1: Huntington Beach/Fountain Valley, Area 2: Costa Mesa/Santa Ana, Area 3: La Palma/Buena Park). The adult day programs to be vendored must be prepared to provide services in 1:3 or 1:4 staffing ratios, and meet the qualifications and requirements for Service Code 510 (Adult Development Center), as defined by the California Code of Regulations (CCR), Title 17 Section 54342. The program design for these community-based 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 goals/objectives for the persons served, staffing ratio, staff qualifications and requirements for all positions, training plans for all staff, and other program components as required pursuant to CCR, Title 17 Section 56712. Staff will be trained and maintain ongoing First Aid and Cardiopulmonary Resuscitation certification. The program will complete thorough background checks for all staff. The programs will provide opportunities and activities that focus on the development of functional skills needed to participate in integrated and inclusive community-based activities and address the following areas: self-advocacy, community integration, vocational/employment, and self-care (related to engaging within the community).

Community-based adult day programs developed must provide all services and supports only in appropriate integrated community-based settings. If a program to be developed voluntarily chooses to have a site/center where services will be provided, the site/center must be licensed through Community Care Licensing prior to becoming vendored by RCOC. The programs will provide all persons served with opportunities for community integration based on personal preferences and interests, and in accordance with the Centers for Medicare and Medicaid Services' (CMS) Final Rule and CCR, Title 17 regulations. Services and supports that focus on vocational skills training which can lead to competitive integrated employment opportunities may be included as a feature of the programs to be developed. All services and supports provided to persons served must be person-centered, and person-centered thinking and planning practices must be implemented by the programs to be developed. Vendored programs must support persons served by the program with coordinating transportation services during program service hours, whether provided by program staff or other modes of transportation (such as public transportation). This will include morning transportation services when the persons served leave their homes, transportation services throughout the program service day as described by daily activity schedules, and transportation services back home at the end of the program service day. Mobility training and the utilization of public transportation options are encouraged.

#### **PROFILES FOR PERSONS TO BE SERVED BY PROGRAMS**

Applicants responding to this RFP must expect to receive referrals for and be prepared to support persons with any combination of the following profile characteristics:

- Persons eligible for RCOC services
- Self-Care Deficits- May require verbal prompting or reminders, and/or physical prompting to complete tasks (ie- using the restroom, eating, hand washing, etc.).
- Challenging Behaviors- May engage in mild to moderate challenging behaviors that require minimal types of intervention and prevention techniques, but should not require physical intervention.
- Special Dietary Requirements not requiring the support of a nurse or other certified medical professional
- Mental Health Diagnosis
- Male and Female
- Ambulatory
- Non-ambulatory requiring physical assistance with transferring in/out of wheelchair (wheelchair must be able to collapse and fit in the staff's vehicle being used to provide transportation), or use of walker
- Special Health Needs/Restricted Health Conditions not requiring the support of a nurse or other certified medical professional
- Persons served transitioning from school district funded programs (Adult Transition 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 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 Restricted Health Conditions not requiring the support of a nurse or other certified medical professional, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain vocational related skills, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities participate in integrated community-based activities, and;
- Demonstrate knowledge of and experience in practicing person-centered thinking and planning techniques and strategies, and;
- If already vendored, be subject to a review of citations from a regional center and/or licensing agencies within the last two (2) years and/or last two (2) annual evaluations whichever is longer.

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 program development.

#### **RATE OF REIMBURSEMENT**

The rate of reimbursement for adult day program services is not negotiable and based upon CCR, Title 17 Regulations and the rates established by the Department of Developmental Services. There is no start-up funding associated with this RFP.

#### **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 Panel based upon the criteria specified above and the overall content of the individual submission.

Step 4: Upon review of all applications, all applicants will be notified in writing whether their proposal was selected for further consideration.

Step 5: Applicant(s) that have been selected for further consideration may be asked to meet with RCOC staff. Upon further consideration, applicant(s) 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 design and projected implementation date to best meet the needs of the persons to be served.

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

## **PROPOSAL REQUIREMENTS**

Each proposal must include the following descriptions in the order listed below. Evaluation of the information will be a determining factor in the selection process.

- Agency/Individual experience and background
- Brief program design summary
- 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 number(s) (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 must demonstrate a commitment by the writer to provide ongoing technical assistance during the development of the program.

### **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: experience in supporting individuals with developmental disabilities to develop self-care skills, experience in supporting individuals with developmental disabilities to develop vocational skills that can be transferred to competitive integrated employment opportunities, experience in providing integrated and inclusive community-based opportunities for individuals with developmental disabilities, and experience in implementing person-centered thinking and planning techniques and strategies.
- 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 summary 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 purpose and goals in supporting persons served by the regional center, the program's expected outcomes for persons 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 the program will support the individuals served in acquiring new skills, as related to goals/objectives identified in each person's Individual Program Plan, and;
- A description of initial and ongoing staff training, and;
- A description about the anticipated staffing pattern and the duties of all program staff (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, and;
- A description of the program's grievance plan/process.

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

#### **Attachments (number of pages not counted towards 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) professional references with addresses and telephone numbers. Applicants should be aware that the review panel may elect to contact the references provided.

##### **Attachment #2- Organizational Structure**

An organizational chart for this project must be included with full names and identification of the governing or advisory board (if applicable), administrative and supervisory hierarchy, consultant(s) (if applicable), and the anticipated staffing pattern. 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 current board of directors must also be identified by name, address, and telephone number.

##### **Attachment # 3- Consultants & Qualifications**

The applicant is to provide information regarding any consultants (employed and/or contracted) that are anticipated to be used for this project, including their name(s), address(es) and telephone number(s). 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 persons served.

##### **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 contact information for verification (if necessary) by the review panel.

## **FORMATTING REQUIREMENTS**

**Proposals will be disqualified from consideration for failure to: follow all 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
- Include a table of contents indicating each of the areas to be evaluated and corresponding 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 (number of pages not counted towards 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 to not select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondents' program proposals do not meet a minimum evaluation standard.
- Individuals presenting proposals in response to this request MUST submit an ORIGINAL and THREE (3) copies of all required information and documentation to RCOC.
- Completed proposals for this RFP are due by Friday, January 26, 2024, no later than 5 pm. Proposals received after 5 PM on the due date will not be considered for the RFP. Proposals must be sent via U.S. mail to the following address:

Anita Kwon  
Regional Center of Orange County  
P.O. Box 22010  
Santa Ana, CA 92702-2010

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

<b>RFP#: CBADP2024</b>	<b>RFP Due Date: 5:00 pm, January 26, 2024</b>
Applicant (Agency) Name (If applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing 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.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center(S):	
Vendor Number:	Vendor Number:
Regional Center:	Regional Center:
Vendor Number:	Vendor Number:
Regional Center:	Regional Center: