



## REQUEST FOR PROPOSAL

**DATE:** August 6, 2025

**TO:** All Interested Parties

**RE:** Development of one (1) **Adult Residential Facility for Persons with Special Health Care Needs-Behavioral (ARFPHN-B)** to serve eligible persons identified through the Regional Center of Orange County Community Resource Development Plan

**SUMMARY:** Primary goal is to develop one (1) quality staff-operated ARFPHN-B for adults ages 18-59 whom require 24 hours medical/nursing care, pervasive support with all activities of daily living and behavioral supports. Start-up funding is available with the award of this project. The home will have a maximum of five (5) residents who may be either ambulatory or non-ambulatory. The home will be developed within the Regional Center of Orange County's catchment area. The home will be purchased through a non-profit Housing Development Organization (HDO) and leased to the prospective service provider.

Access California Code of Regulations (CCR), Title 17 via [www.dds.ca.gov](http://www.dds.ca.gov)  
Access California Code of Regulations (CCR), Title 22 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 the Request for Proposal (RFP) **ARFPHN-B FY2526**. The specific information that is required in the submission of this request is detailed below. Please read all of the material and follow the guidelines accordingly. RCOC reserves the right to eliminate proposals which do not meet the minimum standards described in the proposal or those which deviate from the requested format. Start-up funding is available upon the award of the project and will be negotiated between RCOC and the Applicant.

**RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.**

**RCOC may elect to fund all, part, or none of the project, dependent upon funding availability as approved by Department of Developmental Services (DDS), and the quality of the proposals received.**

We thank you in advance for your willingness to serve persons with developmental disabilities.

## **FACILITY NEED/ FACILITY CAPACITY**

The facility to be vendedored must qualify as Staff Operated Residential Facility Serving Adults as defined by California Code of Regulations (CCR), Title 17, Section 54342(a)(69) and as Community Care Facilities, as set forth in CCR, Title 22, Division 6, Chapter 6. In addition, the facility must meet the requirements set forth for the development of an ARFPSHN in the Welfare & Institution Code (WIC) section 4684.50-4684.77, which can be found here:

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=WIC&division=4.5.&title=&part=&chapter=6.&article=3.5](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=4.5.&title=&part=&chapter=6.&article=3.5)

Additionally, the ARFPSHN-B must meet the requirements set forth in the Centers for Medicare and Medicaid Services (CMS) Home and Community-Based Services (HCBS) regulations, which can be found here: <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/>

The facility will be licensed through the Department of Social Services' Community Care Licensing Division. The facility will serve a maximum of five (5) residents each in single bedrooms. All bedrooms will be designated as "non-ambulatory". The facility will be located within the geographic boundaries of RCOC's catchment area, which is Orange County, and will be within close proximity to available community resources, transportation, and services, which are necessary to meet the needs of the identified residents. The home will be purchased and owned by the non-profit HDO, and leased to the service provider selected. The location of the facility will be determined in RCOC's sole discretion, and the development of the projects is contingent upon RCOC identifying, and the non-profit HDO acquiring the appropriate property.

The staffing pattern of the proposed facilities must meet the minimum requirements set forth in CCR, Title 17, Section 56004 and 56013 and WIC section 4684.63 (a-c). It is anticipated that a negotiated rate of reimbursement will be required to meet the actual costs of the program; the rate of reimbursement will be negotiable between RCOC and the Applicant, and it will be subject to the approval of DDS pursuant to CCR, Title 17, Section 59072. The rate to be agreed upon will support a staffing pattern determined by RCOC based upon the needs of the residents, additional consultant supports, administrative supports, medical oversight, behavioral supports, and training to ensure the delivery of quality services for residents with intensive medical needs and other conditions.

## **INDIVIDUAL PROFILES/TARGETED POPULATION**

Service referrals for the proposed facilities will be for individuals who have been identified through RCOC's Community Resource Development Plan (CRDP), who may reside in the family home, sub-acute facilities, skilled nursing facilities (SNFs) and/or intermediate care facilities whom require higher level of medical care. Individuals who have been identified for placement through RCOC will be given priority. Residents may be between the ages of 18-59, male or female, and ambulatory or non-ambulatory. Residents will present with intensive medical conditions that require 24-hour skilled nursing to address special health care needs and to provide intensive support services to meet physical and medical needs that necessitates on-going nursing care for daily nursing assessment, monitoring, and interventions. Residents may also present with unique

challenges, including the need for specialized resources to address issues related to maladaptive and/or developmental behaviors

The selected service provider must demonstrate a commitment to maintain a long term and stable environment for residents, as well as a commitment to maintaining ongoing communication with family members and others from community in support of the residents who will be transitioning to the facility. This will include outside agencies such as DDS, healthcare professionals, behavioral care professionals, etc.

The Administrator identified for the program must have at least two (2) years full time experience in a licensed residential facility for persons with developmental disabilities and/or significant healthcare needs, Administrator and Licensee must both possess a current Administrator Certificate and meet the requirements outlined in the WIC for ARFPHN homes. The administrator and all staff employed within the facility shall be certified in non-violent crisis intervention techniques, including Crisis Prevention Institute (CPI) training, Professional Assault Crisis Training (Pro ACT), or other approved method, PRIOR to the start date of employment within the facility.

Additionally, the Administrator may oversee no more than two (2) residential facilities, must be present within the facility for a minimum of 20 hours per week, possess effective communication skills, and be available to attend pre-placement meetings at various locations.

All other participants are subject to approval by RCOC, pursuant to Title 17 Regulations. Eligible respondents will also be contingent upon evaluations and any citations received within the last two years from a regional center or licensing based on nature and severity of the violation.

Residents referred for placement at the facility may have a combination of intensive medical needs and may display maladaptive and/or developmental behaviors. The program must be equipped to provide supports to individuals who require pervasive support with all activities of daily living and who have special healthcare needs and behavioral needs, which may include but are not limited to the following:

- Insulin Dependent
- Gastrostomy
- Tracheostomy
- Ileostomy
- Renal Dialysis
- Staphylococcus Infection
- Medication Regimes
- Usage of Catheter
- Fecal Impaction or suppositories
- Wound Care
- Suctioning
- Need for Oxygen
- Ventilator or Respirator
- IV Medication or Injections

- Pain Management
- Palliative Care
- Postoperative Care and Rehabilitation
- Nutritional/Dietary Restrictions
- Visual or Hearing Deficits
- Biting
- Self-abuse
- Elopement
- PICA
- Physical and Verbal Aggression
- Head Banging
- Property Destruction
- Inappropriate Sexual Behaviors
- Smearing
- Impulse Control Disorders
- Acute or Active Mental Health needs, including suicidal ideation, schizophrenia, or Bipolar disorders
- May have a Traumatic Brain Injury (TBI)
- May be unable to participate in a structured program outside of the residential setting

Individuals may have special health conditions not specified which require ongoing nursing and/or medical care. Individuals served will most likely have profound or severe cognitive impairments and require total dependency. Services and supports will need to be provided by direct care staff, consultants and licensed medical professionals.

#### **ADDITIONAL REQUIREMENTS:**

- It is highly preferred that the Licensee and/or administrator be a Licensed Registered Nurse
- Licensed registered nurse, licensed vocational nurse or licensed psychiatric technician, is awake and on duty 24-hours per day, seven days per week
- Licensed registered nurse is awake and on duty at least eight hours per person, per week
- At least two staff on the premises are awake and on duty when providing care to four or more residents
- Residents will remain under the care of a physician at all times and receive examinations at least every 60 days and as needed
- Administrator is on duty at least 20 hours per week to ensure effective operation of the home
- RCOC shall require an ARFPSHN to provide additional professional, administrative, or supportive personnel whenever RCOC determines, in consultation with the individual health care plan team, that additional personnel are needed for the health and safety of the individual
- Direct Support Professionals (DSP) must be able to effectively communicate with the individuals and their families
- ARFPSHN shall ensure that all direct care personnel complete the training requirements specified in WIC Section 4695.2

## **ELIGIBLE APPLICANTS**

Refer to CCR, Title 17, Section 54314 for individuals who are not eligible for regional center vendorization.

All applicants must have a minimum of two (2) years' experience in supporting individuals with developmental disabilities in a residential setting. Applicants must demonstrate expertise in the delivery of clinical services using the standards of practice and have the ability to implement a program plan that requires 24-hour nursing care and will demonstrate competency training. All licensed staff must work within their scope of practice. Applicant must also meet the following criteria:

- Currently vendedored with a California regional center to provide residential care in a Community Care Facility (CCF);
- Willing to serve as representative payee for all residents;
- Have a proven history demonstrating ability to deal with individuals with severe, intensive medical conditions, severe self-care deficits and behavioral challenges;
- Establish a team consultation approach that may include the use of a psychologist, primary medical physician, nurse, psychiatric technician, physical therapist, etc. dependent upon the unique needs of the proposed residents;
- Applicant must demonstrate fiscal responsibility by submitting two complete fiscal years and current fiscal year to date financial statements that detail all current and fixed assets and current and long-term liabilities;
- Applicant must be eligible for vendorization in accordance with Title 17 Section 54310 (d) and (e) and be in compliance with vendorization requirements; and
- Applicants who are currently vendedored providers for RCOC or any other regional center must have services in "good standing" (free from Sanctions, must not be currently on any Corrective Action Plan from their vendoring regional center, must not be currently subject to any active investigation related to health and safety).

Applicants failing to meet the above criteria will not be considered.

## **RATE OF REIMBURSEMENT**

To maintain the required minimum staffing ratios, consultant supports, medical care, and safety of the residents, the facility will be awarded a negotiated rate based upon the requirements set forth in CCR, Title 17, Section 59072. The rate to be negotiated will be based upon the staffing requirements of the resident(s) to be served in the home, cost of the HDO lease, and other costs associated with the operation of the home. This rate will be subject to the approval by DDS prior to vendorization.

A start-up funding award will be available in order to support the program during the initial time frame required to obtain licensure, and may include but not be limited to, completing any modifications to the home environment for residents, furnishing the home, hiring and retaining

staff, completing staff training requirements prior to resident occupancy, and purchasing any necessary equipment for the home. The amount of the start-up award will be negotiated, but will not exceed Two Hundred Fifty Thousand Dollars (\$250,000). The successful applicants will be required to enter into a contractual agreement with RCOC. This contract will detail the conditions under which start-up funds may be utilized as well as a repayment penalty if the applicant fails to meet agreed upon timeframes for the completion of this project, including the ongoing delivery of services for a minimum period of five (5) years. Per WIC Section 4684.73, RCOC may terminate its contract with an ARFPSHN when RCOC determines that the ARFPSHN is unable to maintain substantial compliance with state laws, regulations, contract with RCOC, or if the ARFPSHN demonstrated an inability to ensure the health and safety of the residents.

Applicants shall demonstrate a plan to complete the start-up phase of this project within ninety (90) to one hundred and twenty (120) days of the project award or the date by which the service provider executes a lease agreement with the selected non-profit HDO and takes possession of the single family residence. The start-up phase shall include the applicant's submission to Community Care Licensing for the necessary licensure, completion and approval of the regional center program design, approval of the monthly facility rate, and completion of the vendorization application.

## **APPLICATION AND CONTENT REQUIREMENTS**

Each proposal must contain the information and documents identified below, in order. Proposals must not exceed twenty (20) pages in length, excluding the Face Sheet and Attachments 1 through 5. **Proposals exceeding the 20 page limit will not be reviewed past the 20<sup>th</sup> page.**

### **1. Face Sheet (Must serve as the Face Sheet of Proposal):**

Complete the Face Sheet form provided with this RFP including name, address, and telephone number of the applicant, vendor number(s), vendoring regional center(s), facility license, name the author(s) of the proposal, and a list any parties who participated in writing all or part of the proposal. If the applicant is a corporation, list the principle members of the corporation and include verification of incorporation in California. 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. Complete the attached Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification.

### **2. Proposal Section 1**

Agency/Individual Experience and Background Information must be presented in the following manner:

#### **A. Qualifications of the agency.**

1. Provide a current resume detailing information about current experience in each of the following areas: residential services, collaborative efforts with partner agencies/services, and behavioral support services. Include the names and contact information for each of the facilities or programs identified.
2. Summarize the education, experience, and knowledge of the Applicant and/or Administrator of the facility as it relates to managing residents with severe

behavioral or medical needs in the community. Describe how this knowledge will apply to the residents' unique needs.

### **3. Proposal Section II**

Brief program design presentation in the following manner:

- A. Identification of the organizations' philosophy regarding services to persons with disabilities.
- B. Identification of the organizations' treatment philosophy and behavior management approach involving the individuals to be served.
- C. Staff Development, in terms of:
  1. Orientation of new employees.
  2. On-going staff training, including routine consultant in-service training, implementing an Individual Program Plan (IPP), data collection, special incident reporting, etc.
  3. Plan for completion of the DSP I course ***prior*** to working within the facility, and the completion of the DSP II course within the first 12 months of working in the facility.
  4. The anticipated staffing pattern for the facility's operation
- D. Description of facility's plan for individual Assessment, Entrance, and Exit Criteria.
- E. General description of the services to be provided to residents placed:
  1. Integration into the facility, neighborhood, and community.
  2. Access to and involvement in community resources and leisure time activities.
  3. Linkage to vocational skills training, day, and work programs.
  4. Access to and utilization of transportation resources.
  5. Access to emergency and on-going medical care.
  6. Identification of how the unique religious preference and cultural uniqueness of individuals with disabilities will be addressed.
  7. A statement on equality and diversity in accordance with Welfare and Institutions Code, Section 4648.11.
  8. Anticipated service outcomes for the facility and for each individual placed.
- F. Statements regarding start-up activities (anticipated timeline with dates)
  1. Steps to be taken to develop neighborhood and community acceptance.
  2. Steps to be taken to purchase equipment and required furnishings.
  3. Steps to be taken in terms of licensure of the facility (including any fire and safety requirements).
  4. Steps to establish a plan so that the facility will be open within six (6) months (licensed and vendoried).

**NOTE:** The summary program plan may serve as the basis for the complete program design.

**Please do not submit a completed program design.**

### **4. Attachments**

#### **Attachment #1: Organizational Structure**

An organizational chart for the project must be included (full names), and identification of the governing or advisory board, administrative and supervisory hierarchy and the anticipated staffing pattern, 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 #2: Start-up Budget**

Applicants must identify the anticipated start-up budget on a monthly and annualized basis. The budget proposal will account for estimated costs associated to the development of the program, and should include but not be limited to, hiring of staff, including training and retention, furnishings, modifications, consultation on referrals, rent/utility costs, and costs associated to the licensure of the facility. Please note that Administrative Costs cannot exceed 15% of the negotiated rate for this home. A **sample** start up budget is attached.

#### **Attachment #3: Financial Statement**

Corporate or LLC Applicants must demonstrate fiscal responsibility by submitting a current financial statement that details all current and fixed assets, and current and long-term liabilities. Individual Applicants must submit the most recent two years of tax returns.

A Credit and Security Agreement (Line of Credit) is not required, but will be considered as part of the evaluation of the proposal if provided.

#### **Attachment #4: Consultants & Qualifications**

Applicants are expected to hire and retain various consultants based upon the individual needs of the residents. 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 to assist residents in developing and/or maintaining daily living skills, community skills, behavioral skills, and other skills identified in his/her IPP, as well as addressing/mitigating severe self-care deficits.

#### **Attachment #5: References**

The proposal must include a list of at least three (3) references with addresses, email and telephone numbers. Applicants should be aware that the selection committee will contact references. References should be able to discuss the applicant's strengths within the context of the proposed services. References should not include current or former employees of RCOC or any individual identified as contributing to the proposal.

### **FORMATTING REQUIREMENTS**

Proposals must meet the following formatting requirements:

- Standard size (8 1/2 x 11) white paper
- Typed, using a standard font (12), single-spaced pages with one (1) inch margins
- Table of Contents indicating each of the Sections and Attachments to be evaluated
- Each page must be numbered in consecutive order for each Section and Attachments
- Clearly label each Section
- Clearly label each Attachment
- Do NOT place in ring binders or folders; but, rather use binder clips or compressor clips.

**A complete RFP response must contain the following:**

- ✓ Face Sheet
- ✓ Proposal
  - Section I
  - Section II
- ✓ Attachments:
  - #1 Organizational Structure
  - #2 Start-up Budget
  - #3 Financial Statement
  - #4 Consultants and Qualifications
  - #5 References

**Applicants MUST submit an ORIGINAL proposal and five (5) copies to RCOC.**

**EVALUATION CRITERIA**

Applicants will be evaluated based on the following criteria:

- Applicant demonstrates an understanding of the needs of the individuals to be served and the issues involved in providing quality services.
- Applicant demonstrates an understanding of current “Best Practices” and has incorporated them into the brief program design.
- Proposal outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for the individuals receiving services.
- The applicant’s philosophy and values are consistent with RCOC’s mission, vision, and guiding principles.
- Applicant has the necessary training and experience to meet the needs of the proposed residents.
- Applicant demonstrates the financial resources necessary for completion of the project.

In addition to the proposal and interview, RCOC will consider prior dealings with the applicant, including but not limited to, Corrective Action Plans, Plans of Correction, Compliance with Independent Audits, and Annual Reviews from RCOC, other regional centers, and licensing agencies for the past two (2) years may.

**APPLICATION PROCESS**

Step 1: Interested applicants must register with RCOC no later than Friday, September 12, 2025.

Step 2: An Information Conference will be held on Thursday, September 18, 2025. All applicants are encouraged to attend.

Step 3: RFP applications must be submitted to RCOC no later than 4:00 p.m. on Friday, September 26, 2024.

Step 4: Applications will first be screened for eligibility based upon RFP requirements. It is anticipated that this process will take place within one (1) week following the application due date.

Step 5: Applications meeting the eligibility criteria will be evaluated by an RFP Review Committee. This step is anticipated to take one to two (1-2) weeks.

Step 6: Following evaluation of applications, all eligible applicants will be asked to attend an interview with the RFP Review Committee. The RFP Review Committee will have the opportunity to modify their scoring sheets following the interviews.

Step 7: Final scores will be tallied and presented to RCOC's Executive Director for approval within one (1) week of completion of interviews.

Step 8: If the start-up funds awarded are Two Hundred Fifty Thousand Dollars (\$250,000) or more, the proposed start-up contract with the recommended applicant will be presented to RCOC's Board of Directors for approval at the next regularly scheduled Board meeting.

Step 9: The selected applicant will be required to submit a full program/service design and vendor application. RCOC will collaborate with the vendor to achieve an acceptable program to best meet the needs of the persons served.

Step 10: Following submittal of the vendor application, approval of program design and licensure, a vendor number will be assigned.

#### **ADDITIONAL PROVISIONS:**

- Applicants intending to submit a proposal **must register with RCOC no later than Friday, September 12, 2025**, by sending an email to [tta@rcocdd.com](mailto:tta@rcocdd.com), which includes name, email address and telephone number. This will allow RCOC to provide any updated information to all applicants.
- An Information Conference will be held at **11:30 a.m. on Thursday, September 18, 2025**, via Zoom. All interested applicants are encouraged to attend.
- Questions regarding this RFP may also be submitted via email to [tta@rcocdd.com](mailto:tta@rcocdd.com). Questions must be submitted no later than **Friday, September 19, 2025**. Answers to questions will be distributed to all registered applicants via email.
- **RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.**

- **Completed proposals for this RFP must be submitted to RCOC no later than 4:00 p.m. on Friday, September 26, 2025. Proposals received after 4:00 p.m. on the due date will be returned unopened.** Proposals may be sent via U.S. mail to the following address:

Jack Stanton, Associate Director of Housing  
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:

Jack Stanton, Associate Director of Housing  
Regional Center of Orange County  
1525 North Tustin Ave.  
Santa Ana, CA 92705

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

<b>RFP#:</b> <b>ARFPSHN-B FY2526</b>	<b>RFP Due Date: 4:00 p.m. on Friday, September 26, 2025</b>
Applicant (Agency) Name (If the 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 program design: 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.	
List any and all vendor number(s) and the vendoring regional center. Use additional sheets if needed.	
Vendor number: Regional Center	Vendor Number: Regional Center:
Vendor number: Regional Center	Vendor Number: Regional Center:

**Please certify the statements below are correct by initialing next to each statement:**

Applicant has at least two (2) consecutive years of experience providing services at a CCF, Level 4-I or Specialized Residential Facility.

Applicant has experience serving individuals with severe behavioral challenges, severe self-care deficits, and medical conditions.

Applicant is willing to serve as representative payee for all residents.

I certify that the information provided in this Face Sheet is true and correct.

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Signature

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Date

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Name/Title

**SAMPLE START UP BUDGET FORM**  
 Include costs related to the development of the  
 program during the start-up phase **only**.

<u>ITEM</u>		<u>PROJECTED COST</u>
Staff Salaries (specify details)		
Staff Benefits (specify details)		
Administrative Overhead		
Staff Recruitment Costs (advertising, fingerprinting)		
Program Consultants – list by type/service		
Residential Lease – property to be leased from 3 <sup>rd</sup> party Housing Development Organization (HDO)		
Household Supplies/Equipment		
• Major appliances will be included in the home		
Household Furnishings		
• Bedroom items, living room, linens, TV, etc.		
Office Equipment/Supplies		
Program Supplies		
• May include recreational and/or adaptive equipment as needed		
Insurance (vehicle, fire, household, etc.)		
Utility Costs		
Travel Expenses		
• Associated with residents, costs of visits for referral purposes, trainings, meetings, etc.		
Vehicle Lease/Purchase		
• Include maintenance, payment, vehicle type, use		
Licensing Fees – initial fees to be included as start-up cost		
Ongoing Training Expenses		
• Meetings, cross training of staff, Direct Service Professional Training		
Other General Expenses (Specify)		
<b>TOTAL:</b>		

In addition to the projected cost for each item, be sure to include a detailed breakdown/description of how each line item was constructed. (If necessary, adjust outline to your program needs). Please attach additional sheets as necessary.