

REQUEST FOR PROPOSAL

DATE: November 12, 2019

TO: All Interested Parties

RE: Development of one **Specialized Residential Facility (SRF)** to serve specific eligible persons served through the Regional Center of Orange County Development Resource Plan.

SUMMARY: Primary goal is to develop one (1) high quality staff-operated residential SRF for adults ages 18-59 with a combination of severe behavioral, medical, and severe self-care deficits. Start-up funding is available with the award of this project. The home will have a maximum of four (4) residents who may be either ambulatory or non-ambulatory. This home will be developed within the Regional Center of Orange County geographic 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
Access California Code of Regulations (CCR), Title 22 via www.dds.ca.gov

The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP) **SRF1920-1**. 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 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 the Department of Developmental Services (DDS), and the quality of the proposals received.

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

FACILITY NEED/ FACILITY CAPACITY

The facility to be vendored must qualify as a Staff-Operated Residential Facility Serving Adults as defined by California Code of Regulations (CCR) Title 17 Section 54342(a)(69) and a Community Care Facility, as set forth in Title 22, Division 6, Chapter 6. In addition, the home will be vendored through RCOC as a Specialized Residential Facility (SRF) pursuant to (CCR)

Title 17 Section 56001 through Section 56060, an adult residential facility certified by the Department of Developmental Services and licensed by the Department of Social Services providing 24-hour nonmedical care to individuals with developmental disabilities who require behavioral supports, staffing, and supervision in a homelike setting, as defined in Section 4684.80 of the Welfare and Institutions Code.

The facility will be licensed through the Department of Social Services' Community Care Licensing Division. The facility will serve a maximum of four (4) residents in single bedrooms. A minimum of one bedroom must be designated as "non-ambulatory;" however, RCOC will work to develop all four (4) rooms as non-ambulatory. The facility will be located within the geographic boundaries of RCOC, and will be within close proximity to available community resources, transportation, and services which are necessary to meet the needs of the proposed residents. The home will be purchased and owned through a HDO, and will be leased to the proposed service provider. The location of the facility will be determined in RCOC's sole discretion, and the development of the project is contingent upon RCOC identifying, and the HDO acquiring, an appropriate property.

The staffing pattern of the proposed facility must meet the requirements set forth in Title 17 CCR section 56004. 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 will be subject to the approval of DDS. 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, behavioral supports, and training to insure the delivery of quality services for residents with challenging behavioral needs and other conditions.

INDIVIDUAL PROFILES/TARGETED POPULATION

Service referrals for the proposed facility will be for individuals who have been identified through RCOC's Community Development Resource Plan (CDRP), who reside in a restrictive environment such as a psychiatric hospital, crisis facility, locked facility, or who are at risk of being placed within a restrictive setting. 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, ambulatory or non-ambulatory, and may have resided within an institutional setting for a number of years. Residents may present with unique challenges, including the need for specialized resources to address issues related to maladaptive sexual behaviors, intensive physical aggression, screaming, and elopement.

The successful 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 in support of the residents who will be transitioning from a restrictive environment as described above to this facility. This will include outside agencies such as RCOC, South Coast Regional Project (SCRIP), healthcare professionals, behavioral care professionals, etc.

The Administrator identified for the program must have a minimum of one (1) year of experience within a Level 4 or higher residential setting. Additionally, the Administrator may not serve at more than two (2) total 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.

Residents referred for placement at the facility may have a combination of severe behavioral and/or medical needs. Residents may require a Restricted Health Care Plan (RHC) based upon a medical need as designated within Title 22 regulations or as identified through RCOC as requiring a RHC. This RHC must be approved prior to the admission of the resident. Other resident characteristics may include, but are not limited, to the following:

- Biting
- Self-abuse
- Elopement
- PICA
- Physical and Verbal Aggression
- Fire Setting
- Head Banging
- Property Destruction
- Inappropriate Sexual Behaviors
- Smearing
- Stealing
- Impulse Control Disorders
- Nutritional/Dietary Restrictions
- Visual or Hearing Deficits
- Medical needs requiring routine Nursing care
- Insulin Dependent Diabetes
- Injections
- Acute or Active Mental Health needs, including suicidal ideation, schizophrenia, or Bi-polar disorders
- May have a Traumatic Brain Injury (TBI)
- May require total physical assistance with all daily living needs
- Bowel and Bladder Incontinence
- May be unable to participate in a structured program outside of the residential setting

ELIGIBLE APPLICANTS

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

All applicants must meet the following criteria:

- Currently vendored with a California regional center for the provision services in a residential care facility;
- Minimum of two (2) consecutive years of experience providing services at a Level 4-I CCF or Specialized Residential Facility;

- Experience serving individuals with severe behavioral challenges, severe self-care deficits, and medical conditions; and
- Willing to serve as representative payee for all residents.

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 within this RFP. 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 of 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, furnish the home, hire and retain staff, complete staff training requirements prior to resident occupancy, and purchase any necessary equipment for the home. RCOC has requested Two Hundred Thousand Dollars (\$200,000) in start-up funds from DDS for this project; DDS has deferred this award until fiscal year 2020-21. While RCOC anticipates this start-up funding will be approved by DDS, the funding is not guaranteed. The award of start-up funds to the successful applicant is contingent upon DDS approving and providing the requested start-up funds to RCOC. The successful applicant 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.

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 20th 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), and facility license, name the author(s) of the proposal, list any parties who participated in writing all or part of the proposal. If the applicant is a corporation, list the officers 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.

- 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.
- 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 religious preferences 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:
 - (a) A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
 - (b) Examples of the applicant's commitment to addressing the needs of those diverse populations.
 - (c) Any additional information that the applicant deems relevant to issues of

equity and diversity.

8. Anticipated service outcomes for the facility and for each individual placed.

F. Statement regarding start-up activities. Include anticipated timeline not to exceed six (6) months.

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).

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 with 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 current financial statements that include current and fixed assets, 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

Applicant is 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.

FORMATTING REQUIREMENTS

Proposals must meet the following formatting requirements:

- Standard size (8 ½ 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 Statements
 - #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 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 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. Corrective Action Plans, Plans of Correction, and Annual Reviews from RCOC, other regional centers, and licensing agencies for the past two (2) years may be reviewed and considered.

APPLICATION PROCESS

Step 1: RFP applications must be submitted to RCOC no later than 4:00 p.m. on Wednesday, December 4, 2019.

Step 2: 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 3: Applications meeting the eligibility criteria will be evaluated by an RFP Review Committee. This step is anticipated to take one (1) week.

Step 4: 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 5: Final scores will be tallied and presented to RCOC's Executive Director for approval within one (1) week of completion of interviews.

Step 6: 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 7: 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, November 22, 2019,** by sending an email to slomeli@rcocdd.com which includes name, email address and telephone number. This will allow RCOC to provide any updated information to all applicants.

- Questions regarding this RFP may also be submitted via email to slomeli@rcocdd.com. Questions must be submitted no later than Friday, November 22, 2019. Answers to questions will be distributed to all registered applicants via email.
- An Information Conference will be held on Wednesday, November 20, 2019 at 11:00 a.m. at RCOC's main office at 1525 North Tustin Avenue, Santa Ana. All interested applicants are encouraged to attend.
- **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 Wednesday, December 4, 2019. 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)

RFP#: <u>#SRF1920-1</u>	RFP Due Date: <u>4:00 p.m., Wednesday, December 4, 2019</u>
Applicant (Agency) Name (If the applicant is a corporation, list the officers 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) years of experience providing services at a Level 4-I CCF 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.

Signature

Date

Name/Title

SAMPLE START UP BUDGET FORM

Please 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 rd party Housing Development Organization (HDO)		
Household Supplies/Equipment <ul style="list-style-type: none"> • Major Appliances will be included in the home 		
Household Furnishings <ul style="list-style-type: none"> • Bedroom items, living room, linens, TV, etc. 		
Office Equipment/Supplies		
Program Supplies <ul style="list-style-type: none"> • May include recreational and/or adaptive equipment as needed 		
Insurance (vehicle, fire, household, etc.)		
Utility Costs		
Travel Expenses <ul style="list-style-type: none"> • Associated with residents, costs of visits for referral purposes, trainings, meetings, etc. 		
Vehicle Lease/Purchase <ul style="list-style-type: none"> • Include maintenance, payment, vehicle type, use 		
Licensing Fees – initial fees to be included as start-up cost		
Ongoing Training Expenses <ul style="list-style-type: none"> • Meetings, cross training of staff, Direct Service Professional Training 		
Other General Expenses (Specify)		
TOTAL:		

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.