



REQUEST FOR PROPOSAL

- DATE:** March 19, 2026
- TO:** All Interested Parties
- RE:** Development of Housing Access Services (HAS) provider to serve specific eligible persons served through the Regional Center of Orange County (RCOC) and San Diego Regional Center (SDRC), with a focus on individuals that are deaf or hard of hearing.
- SUMMARY:** The primary goal is to identify a provider who will work closely in partnership with RCOC and SDRC for the development of new or the expansion of existing Housing Access Services businesses resulting in the establishment of Housing Access Services that will incorporate and utilize the OOMM Roommate Matching Platform into their Individual Housing Transition Services.

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

The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP) # **HASFY2526**. The specific information that is required in the submission of this request is detailed below. Please read all of the materials 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 selected 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.

Please note RCOC is subject to the California Public Records Act (Government Code §7920 et seq.) as of January 1, 2026, and proposals may be subject to public disclosure.

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

PROGRAM DESCRIPTION:

A) Individual Housing Transition Services - These services provide direct support and assistance with activities and processes associated with an individual's preparation for, and transition to, housing. These services include:

1. Conducting a tenant screening and housing assessment that identifies the participant's preferences and barriers related to successful tenancy. The assessment includes collecting information on potential housing transition barriers, and identification of housing retention barriers.
2. Developing an individualized housing support plan based upon the housing assessment that addresses identified barriers, includes short and long-term measurable goals for each issue, establishes the participant's approach to meeting the goal, and identifies when other providers or services, both reimbursed and not reimbursed by Medicaid, may be required to meet the goal.
3. Assisting the individual with the housing application process and the housing search process.
4. Assisting the individual with identifying resources to cover set-up fees for utilities or service access, including telephone, electricity, heating and water, and services necessary for the individual's health and safety, consisting of pest eradication and one-time cleaning prior to occupancy.
5. Assisting the individual with coordinating resources to identify and address conditions in the living environment prior to move-in that may compromise the safety of the individual.
6. Assisting the individual with details of the move including communicating with the landlord to negotiate a move-in date, reading and understanding the terms of the lease, scheduling set-up of utilities and services, and arranging the move of individual's belongings.
7. Developing a housing support crisis plan that includes prevention and early intervention services when housing is jeopardized.

B) Individual Housing & Tenancy Sustaining Services - This service is made available to support individuals to maintain tenancy once housing is secured. The availability of ongoing housing-related services in addition to other long-term services and supports promotes housing success, fosters community integration and inclusion, and develops natural support networks. These tenancy support services include:

1. Providing the individual with early identification and intervention for behaviors that may jeopardize housing, such as late rental payment and other lease violations.
2. Providing the individual with education and training on the roles, rights and responsibilities of the tenant and landlord.
3. Coaching the individual on developing and maintaining key relationships with landlords/property managers with a goal of fostering successful tenancy.
4. Assisting the individual in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action.
5. Providing the individual with advocacy and linkage with community resources to prevent eviction when housing is, or may potentially become, jeopardized.
6. Assisting the individual with the housing recertification process.
7. Coordinating with the tenant to review, update and modify their housing support and crisis plan on a regular basis to reflect current needs and address existing or recurring housing retention barriers.
8. Providing the individual with continuous support to ensure lease compliance, including ongoing support with activities related to household management.

HOUSING ACCESS SERVICE PROVIDER REQUIREMENT:

- To provide services, an HAS provider must meet the following requirements:
Be vendored by a regional center in accordance with general vendorization processes and requirements of Title 17, Sections 54300 – 54390.
- Meet the requirements applicable in Sections 58884, 58886, and 58887 of Title 17 of the California Code of Regulations.
- Verify individuals providing direct personal care to the participant obtain a background check and receive clearance before providing services.
- Verify providers are not excluded individuals. Defined as those that have been placed on US Department of Health and Human Services Office of Inspectors' General List of Excluded Individuals/Entities, or Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to any of the program under Medicare, Medicaid, or the Title XX services program, including Title 17, Section 54311(a)(6).
- Comply with all vendor requirements outlined in Section 54327 of Title 17, including reporting to the regional center any special incidents.
- Agree to accept the hourly rate for each participant that does not exceed the rate schedule published by the Department's website.
- Applicant should have a bachelor's degree in business, accounting, finance, human services, and/or related field work. Equivalent professional work experience may be considered.
- Previous professional experience working within the human services delivery system, preferably one that supports individuals (children and adults) with developmental disabilities strongly preferred.
- Knowledge of regional center system.
- Must be fluent in English in both written and oral communications and place a high priority on hiring staff who speak the language(s), respect, and understand the cultures and values of the people receiving HAS services.
- Applicant will not discriminate in the provisions of services based on race, religion, age, disability, sex, or national origin of the individual, or their parents, guardian, or conservator.
- Upon approval, must provide proof of or acquire both Commercial General Liability and Professional Liability, Abuse and Molestation Insurance Policies in the amounts of \$1 million per occurrence/\$3 million aggregate with RCOC and SDRC listed as additional insured prior to finalization of the vendorization process.
- RCOC and SDRC will be listed as additionally insured on the certificate of insurance (COI). Upon approval, must acquire a physical business office and a business license for the associated city with RCOC's catchment area. * P.O. Boxes are only permitted as mailing addresses, and do not qualify to meet the local business office requirement.
- Upon approval, must develop and submit a first draft program design within (90) days of the award of the contract.
- The HAS will have a direct vendorization with RCOC. That vendorization will be used by all other REGIONAL CENTERS within each of the respective regional service areas.

HOME AND COMMUNITY-BASED SETTING (HCBS) REQUIREMENT

The HAS service provider must meet the regulations issued by the Centers for Medicare and Medicaid Services (CMS) regarding standards that must be met for home and community-based services (HCBS) to continue receiving federal funding. The prospective provider must ensure that services developed as part of this project are provided in accordance with the HCBS Setting Final Rule and person-centered individualized program plans that focus on the achievement of goals and individual values. <https://www.dds.ca.gov/initiatives/hcbs/>

APPLICANT QUALIFICATIONS:

- Proven history of fiscal responsibility, stability, and soundness.
- Provide proof of any current and active degrees, credentials, licenses, training certificates and/or skills required or beneficial for the HAS.
- An understanding of Person-Centered Practices, the IPP (Individual Program Plan) process, and the legal rights of people with developmental disabilities in California.
- History of positive working relationships with the community and applicable government agencies. If applicant is a current service provider, applicant must be in good standing with the regional center
- Proven history in project development, including the ability to complete projects, meet project timelines and manage a project of this size and scope
- Administrative capacity to complete the project and implement the service in a timely fashion
- The ability to build positive relationships and communicate with people of diverse backgrounds and abilities
- Relationship management through excellent customer service- with people receiving services, their service coordinators, employees, families, and vendors primarily through phone and email interactions
- Excellent written and oral communication skills
- Excellent organizational and administrative skills
- Ability to provide the HAS services across the regional service areas for which you are applying for including area that may be remote.

ELIGIBLE APPLICANT:

Any individual, partnership, corporation, association, or private-for-profit or non-for-profit agency may submit a proposal. Applicants must disclose any potential conflicts of interest per Title 17, Section 54500*. Applicants, including members of governing boards, must be in good standing in regard to all services vendored with any regional center. For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project during start-up as well as on-going operations. Employees of the State and the regional center may apply but must cease employment prior to becoming vendored to provide HAS services.

* Pursuant to Title 17, Section 54314, the following individuals are not eligible for vendorization:

1. Any officer or employee of the State of California
2. Any applicant in which an officer or employee of the State of California has a financial interest.

3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525.
4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525.

START-UP FUNDING

RCOC is able to offer start-up funds through the Community Resource Development Plan (CRDP) approved for fiscal year 2025-2026. The amount of start-up funding will be negotiated but shall not exceed fifty thousand dollars (\$50,000.00). A contractual agreement will be entered into between the selected applicant and RCOC, which 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 ten (10) years.

The cost for HAS services is negotiated between the regional center and the HAS provider but may not exceed the maximum rates posted on the Department of Developmental Services. Current Statewide Rate is \$74.01 per hour.

APPLICATION PROCESS

Step 1: Interested applicants must register with RCOC no later than Friday, April 10, 2026.

Step 2: An Information Conference will be held on Wednesday April 15, 2026. All applicants are encouraged to attend.

Step 3: RFP applications must be submitted to RCOC no later than 4:00 p.m. on Friday April 24, 2026.

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.

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

APPLICATION AND CONTRACT REQUIREMENTS

Each proposal must include the information and documents identified below, in order. Proposals must not exceed twenty-five (25) pages in length, not including the Face Sheet, attachments and required financial documents. All pages should be numbered and include an identifying footer with the agency's name. The proposal must include a Table of Contents. **Proposals exceeding the 25 page limit will not be reviewed past the 25th page.**

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

Complete the attached Face Sheet with Applicant name and contact information.

2. Proposal

- Title Page that includes the name of this project, applicant's name, email, address, and phone number.
- Table of Contents with corresponding page numbers.
- A description of the applicant's qualification detailing education, knowledge, and experience in the development, management, or operation of an HAS or similar project.
- A description of the applicant's qualifications detailing education, knowledge, and experience providing services to individuals with developmental disabilities.
- A description of the applicant's mission, values, and vision statements specific to providing HAS services to Regional Center individuals.
- Provide a statement outlining the applicant's plan to serve diverse populations, including culturally and linguistically diverse populations.
- Provide examples of the applicant's commitment to addressing the needs of those diverse populations.
- Include any additional information that the applicant deems relevant to issues of equity and diversity.
- A description of prior successful collaboration with Regional Center of Orange County and/or other regional centers (if applicable).
- Job Titles, Descriptions, Qualifications, and Responsibilities for each position that will be developed in the prospective HAS.
- A description regarding staff recruitment and retention.
- A description of the staff training plan.
- A description of how the applicant will screen interested individuals.
- Organizational capacity and experience in housing navigation and support for individuals with developmental disabilities.
- Strategy for outreach, equity, and accessibility (**with emphasis on Deaf and Hard of Hearing populations**).
- Plan for integrating OOMM platform referrals into housing services.

- Service model and staffing plan for multi-regional delivery.
- Budget for use of CRDP start-up funds and sustainability plan for ongoing operations.
- Metrics for housing stability, match success, and equity outcomes.
- A description of how the applicant will train and provide education to the participant.
- A timeline for completion of the HAS project and project service date.
- Include copies of any resumes, licenses, or credentials relevant to the development and success of the proposed project.

3. Attachments

- **Attachment #A:** Proposal Title Page
- **Attachment #B:** Financial Statement
- **Attachment #C:** Statement of Obligations
- **Attachment #D:** Proposed Budget for Start-up Cost
Start-up costs are those costs which are necessary to implement and initiate the HAS service. Start-up costs may be used to provide the service until a vendorization to provide HAS services is completed. These funds may be utilized to set up local office for which the HAS service will be delivered (lease payments, site renovations, furnishings, supplies, adaptive equipment). Funds may also be used for staff training and other related expenses to set up and initiate the HAS service.

Using the attached **Proposed Budget for Start-up Costs form (Attachment D)**, break down all costs associated with the Start-up project. A proposed budget should be developed which details Start-up costs. The budget should be concise with all expenses sufficiently defined. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the service provider will identify funds that along with Start-up funds, will demonstrate financial capacity to complete the project.

The provider is required to keep receipts, cancelled checks, and financial data for 5 years from the date of final billing of contract.

- **Attachment #E:** Sample Monthly Budget for Ongoing Cost worksheet
Discuss what financial resources your organization plans to bring to the project (e.g., line of credit, cash, or fluid capital reserves, etc.). Provide the most recent fiscal year independent audit or review for your organization. Provide a **Sample Monthly Budget for Ongoing Costs (Attachment E)**, which details ongoing operational costs of the service being proposed by applicant. The budget should be concise with all expenses sufficiently defined. The budget should be realistic in terms of the type of services to be offered in relation to income. The budget must demonstrate the financial viability of the proposal. The administrative overhead must not exceed 15% of the revenues.
- **Attachment #F:** Statement of Qualifications/Resumes/References

If a current vendor of a regional center, applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current fiscal year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document the available credit line and provide necessary information for verification.

FORMATTING REQUIREMENTS

Proposal 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 folder; but, rather use binder clips or compressor clips**

A completed RFP response must contain the following:

- Face Sheet
- Proposal
- Attachments:
 - #A Proposal Title Page
 - #B Financial Statement
 - #C Statement of Obligations
 - #D Proposed Budget for Start-up Cost
 - #E Sample Monthly Budget for Ongoing Cost worksheet
 - #F Statement of Qualifications/Resumes/References

EVALUATION CRITERIA:

Proposals will be evaluated and reviewed based on the following criteria:

- Successful experience developing and operating an HAS or similar project/service
- Experience working with culturally and linguistically diverse groups and other community-based programs
- Relevant experience and qualifications/education of the applicant
- Completeness and responsiveness of the proposal
- Proposed expenditure of funds
- Demonstrated financial responsibility and stability of the applicant; and reasonableness of timeline and cost to complete the project

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Proposals may be rejected from further

consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

In addition to the proposal and interview, RCOC will consider prior dealings with the applicant. Input from stakeholders, including RCOC and other regional centers, for the past two (2) years may be reviewed and considered.

SELECTION COMMITTEE:

The evaluation process will include committee members' evaluation and rating for each proposal. Interviews will be scheduled by the Regional Center of Orange County based on the recommendation of the Selection Committee. Final selection shall be upon recommendation of the Selection Committee and approval by the Regional Center of Orange County.

The final selection is not subject to appeal. All applicants will receive written notification of the Regional Center of Orange County's decision regarding their proposal, and an announcement of the applicant awarded the project will be posted on the Regional Center of Orange County's website.

If no proposal is selected, Regional Center of Orange County may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential applicants.

ADDITIONAL PROVISIONS

- Applicants intending to submit a proposal **must register with RCOC no later than Friday, April 10, 2026** by sending an email to acazares@rcocdd.com and 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 **10 am on Wednesday April 15, 2026**, via Zoom conferencing. All interested applicants are encouraged to attend. A link will be provided upon registering with RCOC with the intent to submit a proposal.
- Questions regarding this RFP may also be submitted via email to acazares@rcocdd.com and tta@rcocdd.com. Questions must be submitted no later than **Wednesday April 15, 2026**. 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 proposal for this RFP must be submitted to RCOC no later than 4:00 p.m. on Friday, April 24, 2026. Proposal received after 4:00 p.m. on the due date will be returned unopened. Applicants submitting their proposal via email should confirm receipt, as files may be held up by RCOC's fire wall.

Proposals may be sent by email or via U.S. Mail to the following addresses:

Arturo Cazares acazares@rcocdd.com and Theresa Ta tta@rcocdd.com

Arturo Cazares, Associate Executive Director
Theresa Ta, Manager of Safety Net & Resource Development
Regional Center of Orange County
P.O. Box 22010
Santa Ana, CA 92702-2010

Proposals may also be **hand delivered** to the following address:

Arturo Cazares, Associate Executive Director
Theresa Ta, Manager of Safety Net & Resource Development
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#: HASFY2526	RFP Due Date: 4:00 p.m. on Friday, April 24, 2026
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:

Appendix A - Title Page

RFP TITLE PAGE

Request for Proposal – Fiscal Year 2025-26

TO: Selection Committee

Regional Center

Program Title (Please Print)

Name of Individual or Organization Submitting Proposal (Please Print)

Address of Individual or Organization Submitting Proposal (Please Print)

Signature of Person Authorized to Bind Organization

Contact Person for Project (Please Print)

Telephone Number of Contact Person

Email Address of Contact Person

Name of Parent Corporations (If Applicable) (Please Print)

Applicant or Organization Contact Person:

Author of Proposal if Different from Individual Submitting Proposal

Appendix B - Financial Statement

Financial Statement		
All respondents must complete this statement for the last complete fiscal year and current fiscal year to date.		
CURRENT ASSETS	Last FY	Current FY
Cash in Bank		
Accounts Receivable		
Notes Receivable		
Equipment / Vehicles		
Inventory		
Deposits/ Prepaid Expenses		
Life Insurance (Cash Value)		
TOTAL CURRENT ASSETS =		
FIXED ASSETS		
Buildings and /or Structures		
Long Term Investments		
Potential Judgements and Liens		
TOTAL FIXED ASSETS =		
TOTAL CURRENT AND FIXED ASSETS =		
CURRENT LIABILITIES		
Accounts Payable		
Notes Payable		
Taxes Payable		
TOTAL CURRENT LIABILITIES =		
LONG TERM LIABILITIES		
Notes / Contracts		
Real Estate Mortgages		
TOTAL LONG-TERM LIABILITIES =		
TOTAL CURRENT AND LONG-TERM LIABILITIES =		
Equity =		
TOTAL LIABILITIES AND EQUITY =		
OTHER INCOME - Revenue from other Sources		
(Specify)		
LINE OF CREDIT		
Amount Available		

Appendix C - Statement of Obligations

STATEMENT OF OBLIGATIONS All applicants must complete this statement

A. 1. Is the applicant currently providing services to people with developmental disabilities?

No Yes

If Yes, indicate the following:

Name:

Location:

Type of Service:

Capacity:

2. Is the applicant currently providing related services to people other than those with developmental disabilities?

No Yes

If Yes, indicate the following:

Name:

Location:

Type of Service

Capacity

B. 1. Is the applicant currently receiving grant(s)/funds from any source to develop services for people with developmental disabilities?

No Yes

If Yes, indicate the following:

Funding Source:

Scope of Grant Project:

2. Is the applicant currently applying for grant(s)/funds from any source to develop services for Fiscal Year 2025 – 2026?

No Yes

If Yes, indicate the following:

Funding Source:

Scope of Grant Project:

- C. Is the applicant planning to expand existing services (through a Letter of Intent and with or without grant funds) from a source other than Regional Center during Fiscal Year 2025 – 2026?

No Yes

Provide details:

- D. Describe other professional / business obligations. Include the following:

Name:

Location:

Type of Service:

Capacity:

- E. Has the applicant, or any member of the applicant's organization, received a Corrective Action Plan (CAP), Sanction, a Notice of Immediate Danger, an A or B Citations or any other citation from a Regional Center or state licensing agency?

No Yes

If Yes, explain in detail:

- F. Has the applicant, or any member or staff of the applicant's organization, ever received a citation from any agency for abuse?

No Yes

If Yes, explain in detail:

Signature of Applicant or Authorized Representative & Date

Appendix D – Proposed Budget for Start-up Cost
(Submit proposed budget for Start-up costs)

Appendix E – Sample Monthly Budget for Ongoing Costs

Item	Projected Cost
Salaries and Wages	
2. Benefits	
3. Consultant Fees	
4. Staff Training Costs	
5. Mortgage/Lease Costs	
6. Office Supplies/Equipment Costs	
7. Consumer Program Equipment/Supplies	
8. Furnishings	
9. Household Items	
10. Communication Costs	
11. Insurance/Licensing Costs	
12. Utility Costs	
13. Building Modification Costs	
14. Other (please list)	
Estimated Total Cost	

Appendix F - Statement of Qualifications/Resumes/References
(Submit full resumes and reference list as attachments here after statement of qualifications)