

REQUEST FOR PROPOSAL

- DATE:** December 21, 2011
- RE:** Independent Assessor – Supported Living Services (SLS)
- TO:** All interested parties
- SUMMARY:** Development of vendored program to complete independent assessments of individuals whose current supported living services or proposed level of services exceeds 125% of a Statewide Median cost as required by Statute.

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) **#1112SLSASSESSOR**. We are including specifics regarding this proposal in order to help you in the application process. Please read all material and follow the guidelines presented within this document. Thank you in advance for your effort in helping serve individuals with developmental disabilities.

DESCRIPTION OF SERVICE

This service is being developed pursuant to recent legislation. An independent assessment is required for individuals who are either currently receiving, or proposed to receive, supported living services in excess of 125% of the annual statewide average cost of supported living services as published by the Department of Developmental Services (DDS) commencing June 30, 2011.

The independent assessment must include a summary of the services in place or requested, and a description as to how those supports will assist the consumer in maintaining their independence within the community. RCOC reserves the right to identify a standardized assessment tool to be used for all assessments or work with the individual vendor to utilize an appropriate assessment strategy which is developed or identified by the vendor.

The assessment report must take a whole person approach, and will account for the following items:

- The maximization of natural and generic resources available, including but not limited to the use of In Home Support Services (IHSS), family supports, and/or planned independence;
- Use of assistive technology whenever available and appropriate;
- Possible impacts on the consumer due to recommended changes in the level of support or change in living option;
- Natural consequences to individual choices or behaviors within the community;

- Identification and exploration of building additional interpersonal or community supports, roommate or shared housing situations, and integration into the local community;
- Sharing of tasks, as specified, for consumers who share a household with other adults receiving supported living services
- Use of adaptive equipment allowing for greater levels of independence.

ELIGIBLE APPLICANTS

Applicants must meet all of the following criteria to be considered:

- Have a demonstrated understanding of the foundation of supported living as a service that assists an individual to live in his/her own home with supports as needed to be part of their community and of the principles and operational requirements of supported living as set forth in the Lanterman Act and Title 17;
- Have a demonstrated understanding of the Individual Program Plan (IPP) process;
- Possess a minimum of two years experience in the provision of SLS in California;
- Demonstrate a comprehensive knowledge of the existing natural, generic, and/or regional center services available within the local community;
- QMRP qualifications which includes possession of a bachelors degree or higher;
- If currently vendored with RCOC, have received no substantial citations resulting in a Corrective Action Plan (CAP) from RCOC within the last two (2) years of operation;
- Department of Justice fingerprint clearance;
- Shall have no actual or appearance of a conflict of interest, including:
 1. Shall not be an employee of RCOC or any other regional center or employee of the State of California.
 2. Shall not be a service provider (SLS or other support/service) for any individual being assessed.
 3. Shall not provide direct services to any individual assessed for at least one year following the assessment.

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

RATE OF REIMBURSEMENT

The rate of reimbursement for an independent assessment has been established by the DDS. The rate of reimbursement is equal to the sum of \$50 per hour not to exceed \$1000 total per assessment. RCOC reserves the right to establish an hourly maximum per assessment based upon individual consumers needs and services.

APPLICATION PROCESS

Step 1:

RFP applications submitted to the Regional Center of Orange County (RCOC) no later than 5:00 pm on the due date of January 11, 2012.

Step 2:

Applications will first be screened for acceptability 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 accepted will be reviewed by an RFP Review Team utilizing a pre-determined Evaluation and Scoring document. This step is anticipated to take one to two (1-2) weeks. Dependent upon the number of applications received, it may extend the review process by an additional two (2) weeks.

Step 4:

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

Step 5:

Applicant(s) that have been selected for further consideration may be asked to attend an interview with RCOC staff. Following the applicant interview, the applicant(s) will be notified in writing of the award notice.

Step 6:

If awarded the proposal, the vendor 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 consumers.

Step 7:

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

APPLICATION AND CONTENT REQUIREMENTS

Each proposal must include the following statements in the order listed below. Evaluation of the information submitted will be on the basis of a pre-determined Evaluation and Scoring format. The proposal must include the following narrative elements:

1. Description of the philosophy of the agency related to individuals with developmental disabilities.

2. Description of the education and experience of the primary respondent related to the agency, including but not limited to:
 - a. Highest level of education, degrees attained, and university/institution awarded from
 - b. Current certifications and licensures, if applicable (please include copies)
 - c. All work experience involving individuals with developmental disabilities
 - d. Detailed description of experience in the provision of SLS within California
3. Description of the tools/methods which may be used to complete assessments
4. Description of the process for determining appropriateness, sufficiency, and cost-effectiveness of services
5. Description and/or identification of possible resources outside of the traditional service model which may be incorporated in an effort to achieve cost effective services
6. Description of the qualifications, experience, management, and training which will be provided to any staff participating in the completion of assessments, including but not limited to:
 - a. Background screening process
 - b. Training provided by the agency prior to initiation of employment
 - c. Desired characteristics of staff to be employed
 - d. Languages spoken
7. Description of current vendored programs within the agency, vendor numbers, and identification of the vendoring regional center.

NOTE: The summary program plan may serve as the basis for the complete program design. **Please do not submit a completed program design.**

FORMATTING REQUIREMENTS

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

- 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

ADDITIONAL PROVISIONS:

- **RCOC reserves the right to retract the RFP at any time throughout the application process. In addition, RCOC reserves the right not to select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondent's program proposals do not meet a minimum evaluation score.**
- **Individuals presenting proposals in response to this request MUST submit an ORIGINAL and two (2) copies of all required information to RCOC.**
- **Completed proposals for this RFP are due by January 11^t, 2012, no later than 5:00 pm. Proposals received after 5:00 pm on the due date will be returned unopened.** Proposals may be sent via U.S. mail to the following address:

Jack Stanton, Chief Counselor
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, Chief Counselor
Regional Center of Orange County
1525 North Tustin Ave.
Santa Ana, CA 92705

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

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

RFP#: #1112SLSASSESSMENT	RFP Due Date: 5:00 pm, Wednesday January 11, 2012
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.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor number: Regional Center:	Vendor Number: Regional Center:
Vendor number: Regional Center:	Vendor Number: Regional Center: