

## REQUEST FOR PROPOSAL

**DATE:** May 30, 2018

**RE:** Tailored Day Service Programs

**DUE:** Tuesday July 31, 2018; no later than 5:00 P.M.

**TO:** All interested parties

**SUMMARY:** Tailored Day Service Programs with an emphasis on customized and self-directed services in the areas of vocational skills training, post-secondary education, and community integration skills training. Programs to provide services to persons served by RCOC throughout the RCOC service catchment area. Programs to provide services in a 1:1 staffing ratio, and in lieu of traditional and/or look-alike adult day services. Programs will be designed as training model, not supervision model programs.

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

---

The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP). 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 support persons with developmental disabilities, alongside the Regional Center of Orange County.

### **ADULT DAY SERVICE NEED**

RCOC is seeking to develop three to four Tailored Day Service programs, to provide services to individuals residing in all cities throughout the county (RCOC's service catchment area). The Tailored Day Service programs to be vendored will provide services in a 1:1 staffing ratio, and meet the requirements and standards for Community-Based Day Programs pursuant to the California Code of Regulations (CCR), Title 17 Chapter 3, Subchapter 5. The program designs for these programs must detail the program's philosophy and goals, expected outcomes of services to be provided, entrance and exit criteria, curriculum and supports to be provided, evaluation process regarding goals/objectives for the persons served, staffing ratio, staff qualifications and training plan, and other program components as required pursuant to CCR, Title 17 Section 56712.

Tailored Day Service programs developed through this RFP must provide all services and supports only in appropriate community-based settings. Programs will provide all persons served with opportunities for community integration in accordance with the Centers for Medicare and Medicaid Services' (CMS) Final Rule and CCR, Title 17 regulations. Services and supports that focus on vocational skills training which can lead to competitive integrated employment opportunities may be included in the scope of services to be provided by the programs. All services and supports provided to persons served must be person centered, and person centered planning must be practiced by the programs to be developed.

Programs developed must be prepared to work with existing transportation service options and/or be prepared to provide mobility training services to persons served (as needed).

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

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

- Persons eligible for RCOC services
- Self-Care Deficits- May require verbal reminders to meet needs (ie- toileting, eating, hand washing, etc.).
- Challenging Behaviors- May engage in mild challenging behaviors that require verbal prompting for re-direction. No challenging behaviors that require physical intervention. No challenging behaviors with the potential of the persons harming themselves or others. No challenging behaviors that require constant supervision to ensure safety.
- Special Dietary Requirements not requiring the support of a nurse or other certified medical professional
- Mental Health Diagnosis
- Male and Female
- Ambulatory
- Non-ambulatory with the ability to independently transfer in/out of wheelchair as needed, or use of walker
- Special Health Needs/Restricted Health Conditions not requiring the support of a nurse or other certified medical professional
- Persons served transitioning from school district funded programs
- Culturally and Linguistically Diverse, including communication via American Sign Language

## **ELIGIBLE APPLICANTS**

Refer to CCR, Title 17 Section 54314 for applicants **not** eligible.

Applicant(s) must:

- Demonstrate the ability to provide cost-effective and quality services and supports as described in CCR, Title 17 Chapter 3, Subchapter 5, and;
- Demonstrate positive experience in providing adult day services for individuals with developmental disabilities, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain self-care related skills, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities with Special Health Needs and Restricted Health Conditions not requiring the support of a nurse or other certified medical professional, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities to develop and maintain vocational related skills, and;
- Demonstrate knowledge of and experience in supporting adults with developmental disabilities with becoming employed in competitive integrated employment settings, and;
- Demonstrate knowledge of and experience in providing person centered planning;
- If already vendored, be subject to a review of citations from a regional center or licensing within the last two (2) years and/or last two (2) annual evaluations whichever is longer.
- If already vendored, required to provide for review a copy two (2) years of the most recent financial statement.

All applicants are subject to approval by RCOC pursuant to CCR, Title 17 Regulations. Eligibility will also be contingent on evaluations completed by RCOC, and any citations received within the last two (2) years from a regional center or licensing agency based on the nature and severity of the violation(s). Please note that there is no obligation on the part of RCOC that a respondent will be selected for project implementation for each of the programs to be developed.

### **RATE OF REIMBURSEMENT**

The rate of reimbursement for Tailored Day Service programs is based upon CCR, Title 17 Regulations, Welfare and Institutions Code Section 4688.21, and the rates established by the Department of Developmental Services. There are no start-up funds associated with this RFP.

### **APPLICATION PROCESS**

Step 1: RFP applications submitted to RCOC by due date.

Step 2: Applications will be screened for acceptability based upon minimum RFP requirements.

Step 3: Applications accepted will be reviewed by an RFP Review Committee based upon the criteria specified above and the overall content of the individual submission.

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 will be asked to meet with RCOC staff. Upon further consideration, applicants selected will be notified in writing of award notice.

Step 6: If awarded the proposal, the applicant will be required to submit a full program design and vendor application. RCOC will collaborate with the applicant to achieve an acceptable program and projected implementation date to best meet the needs of the persons to be served.

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

### **PROPOSAL REQUIREMENTS**

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

- Agency/Individual experience and background
- Brief program design statement
- Attachments

### **PROPOSAL CONTENT REQUIREMENTS**

**\*Proposals (Section I and II) exceeding 10 pages will not be reviewed past the 10th page.\***

**Face Sheet (attached):**

Name, address, and telephone number of the applicant. If the applicant is a corporation, list the principle members of the corporation and include verification of incorporation in California. Vendor number(s), vendoring regional center(s), and facility license (if applicable). Name the author(s) of the proposal and list any parties who participated in writing all or part of the proposal. Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.

**Section I**

Agency/Individual experience and background information must be presented in the following manner:

- A. Qualifications of the agency/individual. Provide information about current experience in each of the following areas: experience with adult day services, experience in supporting individuals with developmental disabilities to develop vocational skills that can be transferred to competitive integrated employment opportunities, experience in supporting individuals with developmental disabilities with becoming employed in competitive integrated employment settings, experience in providing community integration opportunities for individuals with developmental disabilities, experience in supporting individuals with developmental disabilities with post-secondary education related needs, and experience in implementing person centered planning techniques and processes.
- B. Qualifications of leadership staff which details education, knowledge, and experience providing services to persons with developmental disabilities. Describe how the documented experience, education, and knowledge are seen as a good fit for developing this program.

**Section II**

The applicant's brief program design statement must address CCR, Title 17 Section 56712. The proposal is to be a summary description of the following key areas:

- A program summary which should include, but not be limited to, the program's philosophy, the program's goals in supporting persons served by the regional center, the program's expected outcomes for persons receiving supports through this program, and;
- Information regarding the program's entrance and exit criteria, and;
- A description of the evaluation process to be used in determining how the goals/objectives for each person served will be met, as specified on the Individual Program Plan for each person served, and;
- A description of services and supports that will be provided to help the persons served meet their goals/objectives, specifically addressing vocational skills development and community integration, and;
- Information regarding initial and ongoing staff training, and;
- Information regarding the anticipated staffing pattern and the duties of staff assigned (which is to be linked to Organizational Chart), and;
- A description of the program's plan to support diverse populations, including but not limited to culturally and linguistically diverse populations.

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

**Attachments (number of pages not counted towards the 10 page limit)**

Each of the following items is required to fulfill the proposal response.

**Attachment #1- References and/or Letters of Recommendation**

The proposal must include at least two (2) professional references with addresses and telephone numbers. Applicants should be aware that the selection committee may elect to contact the references provided.

**Attachment #2- Organizational Structure**

An organizational chart for this project must be included with full names and identification of the governing or advisory board, administrative and supervisory hierarchy, any consultants (as appropriate), 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 # 3- Consultants & Qualifications**

If the applicant is anticipating engaging consultants, such consultants, their name(s), address(es) and telephone number(s) 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 during service hours when the applicant will be supporting persons served.

**Attachment #4- Financial Statement**

Applicants must demonstrate fiscal responsibility by submitting a current verified financial statement that details all current and fixed assets, and current and long-term liabilities. In addition, the applicant must document available line of credit (by authorizing institution), and provide the necessary contact information for verification by the selection committee.

**FORMATTING REQUIREMENTS**

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

- Standard size (8 ½ x 11) white paper
- Typed, using a standard 12 point font, single-spaced pages with one (1) inch margins
- Every page must be numbered consecutively
- Do not place in ring binders or folders, but rather use binder clips or compressor clips
- Include a table of contents indicating each of the areas to be evaluated and corresponding page numbers
- Clearly label each Section
- Clearly label each Attachment

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

- Face Sheet
- Proposal (limited to 10 pages)
  - Section I
  - Section II
- Attachments (number of pages not counted towards the 10 page limit):
  - #1 References and/or Letters of Recommendation
  - #2 Organizational Structure
  - #3 Consultants and Qualifications
  - #4 Financial Statement(s)

**ADDITIONAL PROVISIONS:**

- RCOE reserves the right to retract the RFP at any time throughout the application process. In addition, RCOE reserves the right to not select an applicant for program implementation if, in its opinion, no qualified applicants have responded; or, if the respondents' program proposals do not meet a minimum evaluation standard.
- Individuals presenting proposals in response to this request **MUST** submit an ORIGINAL and THREE (3) copies of all required information to RCOE.
- Completed proposals for this RFP are due by Tuesday July 31, 2018, no later than 5 pm. Proposals received after 5 pm on the due date will not be considered for the RFP. Proposals may be sent via U.S. mail to the following address:

Arturo Cazares  
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:

Arturo Cazares  
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)**

<b>RFP#: Tailored Day Service Program</b>	<b>RFP Due Date: 5:00 pm, July 31, 2018</b>
Applicant (Agency) Name (If applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
List name of consultant and/or individuals involved in writing the proposal:  Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage.	
If you are currently a vendor, list any and all vendor number(s) and the vendoring regional center:	
Vendor Number:	Vendor Number:
Regional Center:	Regional Center:
Vendor Number:	Vendor Number:
Regional Center:	Regional Center: