

## REQUEST FOR PROPOSAL

- DATE:** June 3, 2013
- RE:** Development of a specialized program within the areas of Community Safety Training, Advocacy Support, and Relationship Skills specific to Individuals with Developmental Disabilities
- TO:** All interested parties
- SUMMARY:** Primary goal is to develop a Vendored service to provide an ongoing safety training and awareness program to individuals with Developmental Disabilities, including hands on safety skills, self-awareness skills, self-advocacy, healthy relationships, interpersonal interactions within social settings, personal boundaries, and training on legal competency issues. Qualified applicants will have a proven history of developing and providing services within the community focusing on consumer safety and advocacy across multiple areas. Applicants must have a history of providing services to both adolescents and adults, and be able to identify different methods to work with each group.

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) # **1314SAFETYRFP**. 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 persons with disabilities, along side of the Regional Center of Orange County.

### CONSUMER PROFILES/TARGETED POPULATION

Applicants responding to this RFP must expect to review and accept the following consumer profiles:

The consumers' disabilities can include a diagnosis of borderline to severe mental retardation and/or other qualifying regional center diagnoses. In addition, potential referrals may include individuals experiencing issues related to criminal or civil charges, behavioral concerns including aggression towards others, inappropriate social/sexual behaviors, inappropriate community behaviors, risk of arrest, may display multiple mental health needs, and may display significant impairments across skill levels. Consumers may reside within a family home setting, group home, an independent living setting, or day/vocational training program. Potential applicants must be willing and able to meet with potential referrals within their preferred location within the community.

## ELIGIBLE APPLICANTS

Applicants must:

- Possess a minimum of 3 (three) years paid experience providing safety or other skills trainings reflective of the areas listed above
- Currently own or operate a business which provides the type of training programs listed
- Have a proven history demonstrating the ability to deal with consumers who present challenges within the community
- Have received satisfactory reviews for the last two (2) years of operation
- Have received no substantial citations resulting in a Corrective Action Plan (CAP) from RCOC or CCL/DHS within the last two (2) years of operation if applicable
- Demonstrate ongoing knowledge of services to be delivered to the community

**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 licensing based on nature and severity of the violation.**

## RATE OF REIMBURSEMENT

The rate of reimbursement is set by RCOC and agreed upon by vendor. The total amount of the contract award will not exceed \$215,000 within the fiscal year 2013/2014. Vendor will be paid based upon direct services to consumers per a rate established by RCOC. The rate is individualized based upon a training curriculum which will be established by vendor and is subject to prior approval by RCOC. A minimum number of trainings to individual consumers will be established when authorizing the rate of reimbursement.

## APPLICATION PROCESS

- Step 1: RFP applications submitted to the Regional Center of Orange County (RCOC) no later than **5 pm on Wednesday, June 19, 2013.**
- 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 document. This step is anticipated to take between fifteen (15) to thirty (30) days.
- 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 and approval of program design, a vendor number will be assigned through the Department of Developmental Services.

## 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 format.

• Agency/Individual experience and background:
• Brief program design statement:
• Attachments:

All applications must follow the attached formatting requirements.

**Proposals shall not exceed fifteen (10) pages in length (cover page, table of contents, letter of reference(s), and index should be separate from the 10 pages).**

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

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 numbers if applicable. Name the author(s) of the proposal. 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, which should be reflected in the budget.

### 2. Proposal Section 1

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

- A. Qualifications of the agency. Provide information about current experience in each of the following areas: safety training programs, collaborative efforts, history of navigating legal issues related to consumer advocacy, development and implementation of training modules, experience with health and relationship skills as it relates to identified needs, and behavioral support services.

- 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.

### 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 consumers to be served, including diagnoses, age range, gender, medical conditions, ambulatory status, ADL/self-help skills required, mental health diagnosis and/or behavior characteristics accepted and those not accepted.
- C. General description of the services to be provided to consumers.
- D. Anticipated service outcomes for each individual served.
- E. Staff Development, in terms of:
  - 1. Orientation of new employees;
  - 2. On-going staff training.
- F. Statements regarding start-up activities (anticipated timeline with dates)

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

#### 1. Attachments

##### **Attachment #1: References and/or letters of recommendation**

The proposal must include at least two (2) letters of reference with addresses and telephone numbers. Applicants should be aware that the selection committee might contact references.

##### **Attachment #2: 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 #3 Consultants & Qualifications**

If the applicant agency is anticipating engaging consultants, 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 when working with individual consumers referred based upon the referral information.

**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.

**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

- Section I
- Section II

Attachments:

- #1 References and/or Letters of Recommendation
- #2 Organizational Structure
- #3 Consultants and Qualifications
- #4 Financial Statement

**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 ONE (1) copy of all required information to RCOC.**

- Completed proposals for this RFP are due **Wednesday June 19, 2013. Proposals received after 5 pm on the due date will be returned unopened.** Proposals may be sent U.S. mail to the following address:

Jack Stanton, Manager, Consumer and Community Resources  
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, Manager, Consumer and Community Resources  
Regional Center of Orange County  
1525 N. 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#:</b> <u><b>#1314SAFETYRFP</b></u>	<b>RFP Due Date:</b> <u><b>5:00 pm, Wednesday June 19, 2013</b></u>
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: