



SAN ANDREAS REGIONAL CENTER  
300 Orchard City Drive  
Campbell, CA 95008  
(408) 374-9960

TO: All Potential Request for Proposal Respondents

FROM: Jeffery Darling, Associate Director of Community Services,  
Ann Sieber, CPP Housing Coordinator

DATE: February 11, 2019

RE: Request for Proposal – Enhanced Behavioral Support Home  
(EBSH) for Children with Intellectual/Developmental Disabilities  
(I/DD) and Co-occurring Mental Illness - Residential Services

San Andreas Regional Center

San Andreas Regional Center (SARC) will contract with an experienced provider of residential services to operate an Enhanced Behavioral Support Home (EBSH) (a Community Care Licensed [CCL] home) that will serve four (4) children with developmental disabilities and co-occurring mental illness in Santa Cruz County. Age range of Children is 10 – 17 years old. Each individual has his/her own bedroom. The home provides services to children requiring significant mental health and behavioral supports, crisis support services, and who are frequently hospitalized or at risk of hospitalization as a danger to self or others, and whose families may be struggling to maintain them in their homes. The home offers or arranges comprehensive person-centered services, including psychiatry and behavioral interventions. Children need support in some or all of the following areas: emotional self-regulation, anger management, developing coping skills, forming and maintaining healthy attachments (including safe/appropriate sexual behavior and boundaries), compliance with probation/diversion plans and/or substance abuse prevention, medication management, health care, and access to mental health services.

The home is owned by a Non-Profit Housing Organization (NPO). The residential provider awarded this contract will lease the property from the NPO, and also pursue licensure of the home through CCL.

Potential providers must have prior demonstrable experience including:

- Supporting people with I/DD, particularly children and adolescents;
- Supporting people with I/DD, particularly children and adolescents, with developmental disabilities with co-occurring mental health diagnoses;
- Supporting people with I/DD, particularly children and adolescents, who may exhibit severely challenging behaviors, including assaultive behavior.
- Owning or operating a Level 4 Adult Residential Facility (ARF), Specialized Residential Facility (SRF), Enhanced Behavioral Support Home (EBSH), Children's Residential Facility (CRF) or providing supported living services;
- Working with social service community based agencies and resources;
- Working with people with I/DD, including children and adolescents, who are; in crisis, requiring hospitalization, or at risk of frequent hospitalization;
- Working with and arranging services for people with I/DD, including children and adolescents. Services include; schools, school districts, families, mental health systems and providers, behavioral supports, and potentially the criminal justice system;
- Successfully providing 24/7 care, support and supervision.

A provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, mental health systems, school districts, etc.) for the successful support of the individual.

## **GENERAL REQUIREMENTS**

- New provider will need to apply for licensure by Community Care Licensing (CCL) prior to vendorization by San Andreas Regional Center;
- Facility will support 4 permanent adolescent residents;
- Program must meet all applicable Title 17 and Title 22 regulations;

- Facility must meet applicable Americans with Disabilities Acts (ADA) standards;
- Administrator must have a minimum of 2 years full-time experience in a licensed residential facility (preferably a Level 4 ARF, EBSH or SRF) for persons with developmental disabilities, mental health, and forensic backgrounds. Administrator and Licensee must both possess a current ARF Administrator Certificate;
- Administrator must have completed DSP I and DSP II;
- Direct Support Professionals (DSP) must speak the language of the people they support;
- Perspective provider must hire and retain direct care staff trained in non-violent crisis prevention/intervention in accordance with Title 17 regulations.
- Applicants must identify all types of consultants they propose to utilize and must include a BCBA and a psychiatrist.
- Applicants must demonstrate fiscal responsibility by submitting one complete fiscal year and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document available credit line and provide necessary information for verification.

The successful applicant will work with San Andreas Regional Center to develop a rate which will include all or some of the items listed below;

- (1) A preset salary range for Direct Support Professional (DSPs);
- (2) Direct Support Professionals who have completed DSP I and DSP II as well as the Registered Behavior Technician (RBT) Credential (<http://info.bacb.com/index.php?page=101118> ).
- (3) Services include 24-hour-a-day onsite support;
- (4) Two overnight night staff, at least one of whom will be awake at any time in the overnight hours;
- (5) Administrator or designee on-call 24/7;
- (6) Administrator working a minimum of 20 hours per week, preferably 30 hours a week;

Preference will be given to applicants who have or identify an administrator who has:

- a) Bachelor degree or higher in a related field
- b) At least two years of work history as an administrator in a home that provided mental health treatment and/or support, substance abuse prevention and/or treatment, behavioral support, and court or forensic support to people with

developmental disabilities who have resided in a state developmental center or other institutional setting, or are at risk of such placement.

- c) Demonstrated understanding of the IPP process and the legal rights of people with developmental disabilities in California;
- d) Demonstrated the ability to work with the Department of Social Services, Community Care Licensing Division and knowledge of all Title 22 and 17 regulations;
- e) Has a current Administrator Certification;
- f) Has successfully completed DSP I and DSP II certification;
- g) Is, or will be, a CPI Certified instructor, or instructor of other crisis intervention techniques;
- h) Has completed or completes a SARC (or other RC, upon SARC approval) residential services orientation;

Proposals may be submitted by for-profit or non-profit corporations, but preference will be given to non-profit.

Board members and employees of regional centers are prohibited from submitting proposals. Refer to Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

#### Proposal Requirements

1. Appendix A – San Andreas RFP Service Description (from above)
2. Appendix B – Proposal Title Page
3. Appendix C – Financial Statement (Previous fiscal year and current year to date with details of all fixed assets, current and long-term liabilities. Credit line information is also requested.)
4. Resumes, Statement of Qualifications and References including Appendix D – Statement of Obligations.

Should include

- a. Evidence that the applicant possesses the organizational skills, education and/or experience necessary to complete a project of the scope for which they are applying.
- b. List of professional references with name, address, and phone number of at least one person/agency to verify fiscal stability and at least one person/agency to verify program/administrative experience.
- c. Statement with evidence of ability to work interactively and cooperatively with San Andreas and the diverse population of families with in the San Andreas catchment area.

- d. Statement of evidence of ability to work within the scope of Title 17 regulations governing vendorization and SARC and GGRC policies and procedures.
5. Appendix E – Estimated Cost Worksheet.
6. Appendix F - Description of Residential Services.
7. Proposed timeline for execution of housing NPO lease and CCL licensure of Residential Services.

#### Service Timeline

Residential Provider will have EBSH leased from housing NPO and licensed by CCL no later than (June 1, 2019)

#### Assumptions and Agreements

Proposals will not be returned to the submitter. SARC reserves the right to dismiss any proposal if it does not meet the criteria established in this RFP.

#### Submission Information

Proposals must be post marked by **5:00PM on February 20, 2019.**

Please mail proposals to:

Ann Sieber  
CPP Housing Coordinator  
San Andreas Regional Center  
6203 San Ignacio Ave, Ste. 200  
San Jose, CA 95119

Proposals that are late or FAXED will not be accepted.

Please use Times New Roman font in 12 point.

Contact Persons For Additional Information or Clarification, including Word copies of RFP document templates

Jeffery Darling - [jdarling@sarc.org](mailto:jdarling@sarc.org)

Ann Sieber – [asieber@sarc.org](mailto:asieber@sarc.org)

## Basis for Award of Contract

Criteria	Percentage	Score
Agency Experience and Background (including Attachment D – Statement of Obligations)	25%	
Fiscal Responsibility (including Attachment C – Financial Statement)	15%	
Budgets (including Attachment E – Estimated Cost Worksheet)	25%	
Proposal Narrative (including Attachment F - Program Design Checklist)	25%	
Interview	10%	

## Anticipated Selection Schedule

1. RFP Orientation for Potential Respondents: Friday, February 15, 2019. 3:00-4:00 pm  
San Andreas Regional Center  
6203 San Ignacio Avenue, Suite 200  
San Jose, CA 95119

Or by phone conference at 408-341-3553, Access Code 111111

Whether attending in person or by phone, please RSVP for orientation to [asieber@sarc.org](mailto:asieber@sarc.org).

2. Initial review period: February 21, 2019 to February 25, 2019
3. Announcement of those proposals moving to interview phase: February 28, 2019.
4. RFP Review Committee interview: Tuesday, March 5, 2019 at  
San Andreas Regional Center  
6203 San Ignacio Avenue, Suite 200  
San Jose, CA 95119  
1:00 till t.b.d.
5. Notification of selected service provider and award of contract: March 7, 2019
6. Residential Services to begin no later than June 1, 2019.