



SAN ANDREAS REGIONAL CENTER  
6203 San Ignacio Avenue, Suite 200  
San Jose, CA 95119  
(408) 374-9960

TO: All Potential Request for Proposal Respondents

FROM: Jeffery Darling, Associate Director of Community Services  
Ann Sieber, CPP Housing Coordinator / HCBS Program Evaluator

DATE: May 3, 2019

RE: Model for Crisis Stabilization

SERVICE DESCRIPTION:

San Andreas Regional Center (SARC) supports individuals with Intellectual and Developmental Disabilities (I/DD) in Santa Clara, Santa Cruz, San Benito and Monterey Counties. SARC has identified a critical need for an evidenced based model of crisis intervention and stabilization. SARC is looking for a provider who ideally participates in some type of nationwide network of experts in this specialized area. The provider will be able to fully support current evidence based practices as regards people with I/DD experiencing a crisis. The provider will have experience with supporting effective implementation in other areas or other states. SARC is looking for a model that includes trauma informed care, is research based and includes effective data collection and measurement of outcomes. Provider will offer education in such a model, technical assistance, and mentoring to identified programs where individuals with complex needs struggle to maintain community tenure. Provider will create a strong foundation for crisis support for individuals across the lifespan. Provider's model will provide support to individuals living in the community including those persons living with their families as well as those supported by service providers. In order to effectively educate, train and mentor support in our community, this provider must be well versed in

existing evidence based practices, trauma informed care, creating community linkages to other necessary support, and providing direct in home support to families or other providers when such expertise is required to assist an individual with complex needs to be successful in day to day needs. This model will require expertise in co-occurring psychiatric disorders, co-occurring substance use disorders, expertise with sophisticated behavioral interventions as well as expertise in emotion regulation, co-occurring criminogenic needs, skills acquisition and community outreach and education. As such a model is complex and clearly broad in scope requiring multiple areas of expertise in evidence based practices, SARC is looking for a vetted model with national recognition and national networking capability.

KEY OBJECTIVES:

1. Collaborate with SARC to ensure that the requirements of the RFP are met.
2. Develop a comprehensive service design that specifies evaluation and assessment procedures, education, training, mentoring and community outreach strategies to ensure effective
3. Enter into a service contract with SARC to be executed no later than June 30, 2019.
4. Work collaboratively with non-profit housing corporation(s) to secure and renovate property.
5. Assist SARC in the implementation of the model locally; recruiting and hiring staff,
6. Be prepared for admission and operation by

PROPOSAL CONTENT:

Each Proposal will contain the following:

1. **Service Description Summary (12 pages maximum):** Please include all headings and information requested below and provide tin the same order in your document.
  - a. **Mission, Vision and Value Statements:** Provide agency MVV statements related to the proposed project.
  - b. **Agency Outcomes:** Describe anticipated outcomes of posed service for people participating in the program and how achievement of outcomes will be measured.

- c. **Assessment and Planning:** Briefly describe the assessment and planning process for the start up of this model. How will individual goals/objectives be determined and progress measured? How will individual's supports and services be determined?
2. **Staff Training:** Describe the topics to be covered in staff training, types of training that will occur (i.e. Crisis prevention training, trauma informed practices, in home coaching, provider support, etc.) , who will provide the training, roles of project staff, identified provider staff , SARC staff, community providers etc. as you see the model successfully implemented. Include all specialized training you foresee as it relates to mental health treatment, behavior support and crisis intervention.
3. **Development Team:** List the members of the proposed Project Development Team include the name, qualifications and title of the team members. At a minimum, this team should include the lead staff that will develop the response to the RFP, the service design and the individuals with the expertise in various evidence based practices outlined in your proposed model of crisis intervention and stabilization.
4. **Staff recruitment and retention.** Please describe your plan to recruit and retain quality staff.
5. **Proposed Rate Structure:** Include a line item budget that provides detailed information regarding the cost of implementation of this model in SARC's catchment area on a monthly basis
6. **Start-Up Budget:** A proposed Start-up Project Budget (Appendix E). Start -up funds are intended to assist in the development of new community resources. Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the applicant will identify funds that their agency will provide, along with CPP funds, demonstrating financial capacity to complete the project. DDS may request an estimated and/or final "Sources and Uses" budget outlining the project cost and funding sources of the RC approved project. Include Budget and Financial Information (Appendix E)

7. **Basis of Award of Contract:** For reference (Appendix F) Proposal review/Selection Criteria will be used to evaluate the proposal. This does not need to be submitted with your proposal.
8. **Equity and Diversity:** Each proposal will include a section on issues of equity and diversity. The plan will address diverse populations, including, but not limited to culturally and linguistically diverse populations. You must also include examples of your commitment in addressing the needs of those diverse populations, and include any issues you deem relevant to equity and diversity. Projects developed specifically for identified clients will require plans to provide culturally and linguistically competent services and supports to those specific clients.

#### REPORTING REQUIREMENTS

Each selected project contractor will be required to submit monthly summaries describing progress made toward meeting project objectives to SARC by the third of each month. These summaries will be attached to any monthly invoices submitted by the contractor. The contractor will submit a final report upon completion of the project. The format for the monthly summaries and invoices will be included in each awardee's contract.

Contracts between SARC and the selected service provide will include the following:

1. Hold the vendor accountable for the expenditure of funds consistent with the contract terms and or program outcomes;
2. In the event a project cannot be completed with the approved timeframe, the start-up funds must be returned to the State;
3. Upon completion of the project and the reconciliation of the contract funds, if SARC determines that the contract amount has not been fully expended, the unexpended contracted funds will be recouped by SARC and returned to the State; and
4. The Department of Developmental Services may request the RC to provide a copy of the fully executed RC/Vendor start-up contracts.

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.

GEOGRAPHIC LOCATION(S): Santa Clara, Santa Cruz, Monterey, or San Benito County

FUNDING: Startup funding up to \$281,000. All funds must be expended no later than March 31, 2021.

#### Proposal Requirements

1. Appendix B – Proposal Title Page followed by Proposal Content as defined above in items 1 – 5.
2. Appendix C – Financial Statement (Excel format is preferred. Excel version of Appendix C available upon request)
3. Resumes, Statement of Qualifications and References including Appendix D – Statement of Obligations.
4. Appendix E – Line Item Start Up Budget

#### 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. SARC also reserves the right to cancel the RFP process at its discretion.

#### Submission Information

Proposals must be received at the following email address no later than **4:00PM on May 15, 2019**.

[jdarling@sarc.org](mailto:jdarling@sarc.org)

Proposals that are late, mailed or FAXED will not be accepted.

Please use Times New Roman or Ariel font in 12 point.

#### Contact Person(s) For Additional Information or Clarification

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

#### Basis for Award of Contract

See Appendix G

#### Anticipated Selection Schedule

Contract will be awarded on May 16, 2019

## **Appendix A**

### Service Description

San Andreas Regional Center (SARC) supports individuals with Intellectual and Developmental Disabilities (I/DD) in Santa Clara, Santa Cruz, San Benito and Monterey Counties. SARC has identified a critical need for an evidenced based model of crisis intervention and stabilization. SARC is looking for a provider who ideally participates in some type of nationwide network of experts in this specialized area. The provider will be able to fully support current evidence based practices as regards people with I/DD experiencing a crisis. The provider will have experience with supporting effective implementation in other areas or other states. SARC is looking for a model that includes trauma informed care, is research based and includes effective data collection and measurement of outcomes. Provider will offer education in such a model, technical assistance, and mentoring to identified programs where individuals with complex needs struggle to maintain community tenure. Provider will create a strong foundation for crisis support for individuals across the lifespan. Provider's model will provide support to individuals living in the community including those persons living with their families as well as those supported by service providers. In order to effectively educate, train and mentor support in our community, this provider must be well versed in existing evidence based practices, trauma informed care, creating community linkages to other necessary support, and providing direct in home support to families or other providers when such expertise is required to assist an individual with complex needs to be successful in day to day needs. This model will require expertise in co-occurring psychiatric disorders, co-occurring substance use disorders, expertise with sophisticated behavioral interventions as well as expertise in emotion regulation, co-occurring criminogenic needs, skills acquisition and community outreach and education. As such a model is complex and clearly broad in scope requiring multiple areas of expertise in evidence based practices, SARC is looking for a vetted model with national recognition and national networking capability.

**Appendix B**

**RFP TITLE PAGE  
Request for Proposal – Fiscal Year 2018 – 2019**

TO: Selection Committee

Please place a copy of Attachment B on the top of the original and each of the (insert number here) copies.

San Andreas Regional Center  
6203 San Ignacio Ave  
San Jose, CA. 95119  
ATTENTION: Jeffery Darling

---

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 C

### FINANCIAL STATEMENT

All respondents must complete this statement for last complete fiscal year and current fiscal year to date.

<b>CURRENT ASSETS</b>	
Cash in Bank	
Accounts Receivable	
Notes Receivable	
Equipment / Vehicles	
Inventory	
Deposits/ Prepaid Expenses	
Life Insurance ( Cash Value)	
Investment Securities	
<b>TOTAL CURRENT ASSETS =</b>	
<b>FIXED ASSETS</b>	
Buildings and /or Structures	
Long Term Investments	
Potential Judgements and Liens	
<b>TOTAL FIXED ASSETS =</b>	
<b>TOTAL CURRENT AND FIXED ASSETS =</b>	
<b>CURRENT LIABILITIES</b>	
Accounts Payable	
Notes Payable	
Taxes Payable	
<b>TOTAL CURRENT LIABILITIES =</b>	
<b>LONG TERM LIABILITIES</b>	
Notes / Contracts	
Real Estate Mortgages	
<b>TOTAL LONG TERM LIABILITIES =</b>	
<b>TOTAL CURRENT AND LONG TERM LIABILITIES =</b>	
<b>Equity =</b>	
<b>TOTAL LIABILITES AND EQUITY =</b>	
<b>OTHER INCOME - Revenue from other Sources</b>	
(Specify)	
<b>LINE OF CREDIT</b>	
Amount Available	



## Appendix D

### 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 20?? – 20?? ?  
[ ] 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 San Andreas Regional Center during Fiscal Year 20?? – 20?? ?

No  Yes

If **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 E**

### **BUDGET FOR PROJECT START-UP**

Please provide a line item budget, preferably in Excel format, including;

1. Personnel (Staff and Consultants)
  - a. Number of FTE per Position
  - b. FTE Monthly Salary with Fringe Benefit
  - c. Number of Months
  
2. Operating Expenses
  - a. Office / Lease
  - b. Insurance
  - c. Utilities
  - d. Travel
  - e. Purchased Equipment and Supplies
  
3. Administrative Costs

## Appendix F – Basis of Award of Contract

	Maximum Score	Initial Proposal Score	Final Score
<b>A. Agency Description</b>			
1. Proposal demonstrates applicant/agency’s experience, skills, philosophy of service in the field of developmental disabilities and/or mental health.	10		
2. References provide reliable evidence of applicant/agency’s qualifications, quality of services and ability to maintain positive working relationships.	5		
3. The applicant/agency’s history indicates the capability of developing, managing, and operating the proposed project in SARC’s catchment area.	10		
<b>B. Project Description</b>			
1. Proposal describes the training techniques and instructional methods that the program will incorporate to achieve successful outcomes for the clients served.	5		
2. The proposed use of personnel (direct care staff and consultants), including the selection, management and training of staff should ensure quality outcomes in the project.	10		
3. Proposal includes sound program components and strategies that will be used to serve the clients highlighted in the RFP. The proposal includes a plan to ensure the health and safety of those served.	5		
<b>C. Work Plan/Timelines</b>			
1. The work plan indicates a thorough knowledge of the processes and procedures needed to complete the project.	10		
2. Applicant/agency included realistic objectives and timelines to achieve measurable objectives that will result in the completion of the project.	10		
<b>D. Budget/Finances</b>			
1. The applicant/agency’s financial statement reflects sound fiscal practices. Assets are sufficient to undertake the proposed project.	10		
2. The start-up budget is reasonable and demonstrates a good appraisal of actual costs involved in completing the project.	5		
3. The estimate for on-going service rate is cost-effective and consistent with funding for similar programs.	5		
<b>E. Proposal Responsiveness</b>			
1. The overall proposal indicates an ability to follow directions and is an appropriate response to the RFP	10		
2. The proposal provides evidence of innovative practices in providing services.	5		
<b>TOTAL</b>	<b>100</b>		