



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  
DATE: May 24, 2019  
RE: START Crisis Stabilization Team

**SERVICE DESCRIPTION:**

San Andreas Regional Center (SARC) is seeking a provider with expertise in supporting people with intellectual or developmental disabilities with co-occurring behavioral health needs to pilot the START services model in Santa Clara County. Primary intervention in the model consists of strengthening the service system's ability to successfully engage individuals with IDD by focusing on quality of life, improving access to services, identifying gaps in the system, and improving competencies for all stakeholders. This model includes planning activities that focus on the individual receiving support from the START team, including ongoing assessment of biopsychosocial factors contributing to challenges, a determination and assessment of strengths of the individual and team, systemic engagement and consultation, cross systems crisis prevention and intervention planning, comprehensive service evaluations, clinical, medical and other interdisciplinary consultation and collaboration and all other planned clinical team activities. This model will include a clearly outlined Cross Systems Crisis Prevention and Intervention Plan which will provide a road map to providing emergency response and a working collaboratively across the system to address emergencies as they arise. This will include a 24 hour crisis response, emergency therapeutic supports as well as assisting individuals and teams with gaining access to other emergency safety net services when clinically necessary. In addition to emergency assessment, intervention and

advocacy, the START team will also provide direction and support in the achievement of stabilization and a return to prior levels of functioning in individuals' home environments.

Once contracted, the provider will receive support from The Center for START Services (CSS) to implement the START model and develop a START team. The CSS is contracted and funded separately to provide such support. The support shall include; training, mentoring, technical assistance, consultation on expanding community linkages, access to the START database and Clinical Education Teams, etc.

### **PROPOSAL CONTENT:**

Each Proposal will contain the following:

1. Service Description Summary: Please include all headings and information requested below and provide in 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 you outline 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 monthly line item budget that provides detailed information regarding the cost of implementation of this model in Santa Clara County.
6. Title Page (Appendix A): The form should contain the original signature of an individual with authority to submit the proposal (dated) and enter into a binding contract with San Diego Regional Center (1 page)
7. Financial Statement (Appendix B): Excel version of the Financial Statement is available upon request.
8. Applicant Disclosure Statement (Appendix C): A completed and signed Applicant/Vendor Disclosure Statement
9. Start-Up Budget (Appendix D): A proposed Start-up Project Budget. 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. (2 pages)
10. 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.

#### **PROPOSAL SELECTION PROCESS:**

Any proposal may be rejected if it is incomplete or deviates from the specifications in this RFP. **San Andreas Regional Center reserves the right to reject any or all proposals and to cancel the RFP process at its discretion.** Each proposal will be evaluated by an RFP Selection Committee which is an interdisciplinary team of at least 3 members, who will score each proposal individually before coming together as a team to thoroughly review and discuss each proposal and interview applicant if applicable and agreeing on a final score of each proposal. A minimum score of 70% is required for the proposal in order to be considered. Proposals will be evaluated in five areas: Agency Description (including history), Project Description, Work Plan/Timelines, Budget/Finances and Proposal responsiveness. The specific criteria and weighting are detail in Appendix E, Basis of Award of Contract. Additional information may be required from selected applicants with regard to the proposal submitted prior to the awarding of a contract. References will be contacted and interviews may be conducted, particularly if two or more proposals are closely scored and/or more information is needed. The interview panel will include at

least two individuals from the RFP selection committee, using the same questions and each interviewer will score the responses using the same scoring scale for each interview.

**APPLICANT ELIGIBILITY:**

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:**

Santa Clara County

**FUNDING:**

Start-up funding up to \$256,538 will be awarded with contract. All funds must be expended no later than March 31, 2021. Any project contractor who fails to develop the service specified will be required to return to San Andreas Regional Center any compensation received for the start-up expenses. All funded must be expended by March 31, 2021.

Objectives of the project:

1. Collaborate with SARC to ensure that the requirements of this 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 implementation of nationally recognized evidence based model.
1. Execute a service contract with SDRC to be signed no later than June 30, 2019
2. Recruit and hire necessary staff for effective implementation of the model.

**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:**

Please send all proposals **by email only** to:

Jeffery Darling

Associate Director of Community Services

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

Proposals must be received no later than **4:00PM on June 7, 2019.**

Proposals that are late, mailed or FAXED will not be accepted. You will receive an email reply confirming receipt of your proposal. If you do not receive an email confirmation, your proposal was not received by SARC. Please follow up by email with Jeffery Darling if you do not receive a confirmation.

**FORMAT REQUIREMENT:**

Proposals must comply with the instructions, format and time lines described in this request. Proposals should be written in 12-point font, Times New Roman or Ariel preferred. All pages in the proposal must be numbered consecutively and include an identifying footer with the applicant name and project number. The proposal, *including* the required forms and documents, may not be more than 20 pages long.

**CONTACT PERSON:**

For Additional Information or clarification email Jeffery Darling at

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

**BASIS OF AWARD OF CONTRACT:**

See Appendix E

**Appendix A**

**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

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Program Title (Please Print)

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Name of Individual or Organization Submitting Proposal (Please Print)

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Address of Individual or Organization Submitting Proposal (Please Print)

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Signature of Person Authorized to Bind Organization

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Contact Person for Project (Please Print)

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Telephone Number of Contact Person

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Email Address of Contact Person

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Name of Parent Corporations (If Applicable) (Please Print)

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Applicant or Organization Contact Person:

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Author of Proposal if Different from Individual Submitting Proposal

## Appendix B

### 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 C

### 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:

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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:

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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:

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\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date

## **Appendix D**

### **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 E – 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>		