



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

TO: All Potential Request for Proposal Respondents

FROM: Ann Sieber, Community Services Manager
Saskia Vandekamp, Associate Director of Community Services

DATE: 12/9/19

RE: Enhanced Behavioral Support Home with External Delayed
Egress (Residential Services) - Request for Proposal

TYPE OF PROGRAM: One (1) Enhanced Behavioral Supports Home
(EBSH) with an external delayed egress

GEOGRAPHIC LOCATION(S): San Benito County

CONTRACT AWARD: Startup funding up to \$200,000

SERVICE DESCRIPTION: Enhanced Behavior Support Homes (EBSH) are intended to serve a maximum of four (4) residents each of whom require 24-hour non-medical care in a homelike setting due to excessive behavioral impairments. These homes exceed the minimum requirements of level 4I facilities. Such homes will have additional staffing, supervision, consultation, and shall employ enhanced characteristics, such as delayed egress devices to address challenging behaviors.

Residents of these homes may be dually-diagnosed with mental illnesses or substance abuse issues, may currently or historically face forensic complications, and will primarily be transitioning to community placement from a developmental center, institute for mental disease,

acute crisis facility, or judicial system. The ideal program will incorporate competency restoration training if required for the individuals residing in the home. Each resident of the home will have an individual behavior supports plan documenting the individual's behavioral needs and the supports and services to be provided to address those needs. Behaviors or challenges expected by the referred individuals will include, but are not limited to:

- Physical aggression or assault
- Sexually inappropriate or aggressive behavior
- Registered Sex Offender
- History of or current judicial involvement
- Theft or stealing
- Property destruction
- Dual Mental Health Diagnosis
- Post-Traumatic Stress Disorder
- Suicidal ideations or attempts
- Severe Self-Injurious Behavior
- Making false allegations
- History of or current gang affiliation
- History of or current substance abuse

Some individuals referred to this program may have difficulties with communication and would require assistive devices, sign language, or other communication systems. Some individuals referred may require physical assistance with toileting or other hygiene tasks and may have restricted health conditions.

The provider is required by law to have a board-certified behavior analyst or qualified behavior modification professional on-staff or contract for monthly observation and treatment recommendations of the residents, at least four of which per year are to be unannounced. All direct service staff MUST become Registered Behavior Technicians and meet all the ongoing requirements for certification. Residents will receive support from the regional center and the clients' rights advocate.

The service provider will be required to obtain a license as an adult residential facility from the California Department of Social Services' Community Care Licensing division and will be answerable to all applicable statutes and regulations, including those currently under development upon their publishing.

APPLICABLE OR RELEVANT STATUTES AND REGULATIONS: California Welfare & Institutions Code Chapter 6, Article 3.6 (§4684.80 through §4684.87) and Article 6 (§4695 - §4695.2); Title 17 California Code of Regulations §§56001 – 56067; and all other applicable federal and California statutes and regulations, including those not yet promulgated.

KEY OBJECTIVES:

1. Enter into a start-up and on-going services contract
2. Work collaboratively with non-profit housing corporation(s) to secure and renovate property.
3. Prepare the facility for service and licensure.
4. Submit a full program design for approval by San Andreas Regional Center and the Department of Developmental Services
5. Hire and train staff.
6. Contract with appropriate and approved licensed consultants.
7. Obtain licensure.
8. Be prepared for admission and operation by

PREFERRED PROVIDER REQUIREMENTS:

1. Owner/operator of a level 4 adult residential facility or a comparable facility.
2. Previous experience working with mental health, the courts, and/or Community Placement Program.
3. Demonstrated ability to work collaboratively with multi-agency, multi-disciplinary teams in an environment under marked regulatory scrutiny.

PROGRAM DESIGN GENERAL REQUIREMENTS:

1. Licensed as an adult residential facility;
2. Maximum of 4 clients;
3. 24-hour non-medical care;
4. Shall exceed minimum requirements for level 4I facility as defined by law;
5. Individual and facility rates:
 - a. Individual rates shall include staffing, consultants, and food costs and incidentals incurred on a per-resident basis;
 - b. Facility rates shall include the lease and constant operation;
6. Behavior supports plan within one week of admission;

7. Monitoring required by regional center qualified behavior modification professional at least monthly, four of which are unannounced;
8. Vending regional center and each client's regional center shall have joint responsibility for monitoring and evaluating the services provided;
9. Monthly case management and quarterly quality assurance visits, at minimum, is required;
10. Certified by DDS and licensed by DSS. Must be certified by DDS prior to licensure;
11. DDS and regional centers to provide documentation to DSS;
12. If DDS decertifies a home, DSS shall revoke the license;
13. Must be eligible for federal funding;
14. Delayed egress/secured perimeter;
15. Adherence to forthcoming DSS regulations to address, at minimum, staffing structure, staff qualifications, and training;
16. Health and Safety 1567.64: Requires a minimum of 16 hours of emergency intervention training, including positive behavioral supports and techniques for all staff;
17. Health and Safety 1567.65: If DSS determines that urgent action is necessary to protect a consumer residing in an EBSH, it shall notify DDS. DDS may request that the regional center or centers take action within 24 hours, which may include, as appropriate, the removal of a consumer from the home or obtaining additional services.

Proposals may be submitted by for-profit or non-profit corporations.

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 (please submit in Excel format as well)
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 policies and procedures.
5. Appendix E –
- a. Estimated Cost Worksheet for per person, per month residential services rate
 - b. Proposed Start-Up Budget not to exceed \$250,000
 - c. Proposed Timeline for development of residential services
6. Appendix F - Description of residential services.

Estimated Service Duration

(Insert the estimated duration of the service and/or the required completion date.)

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 or emailed by December 20, **2019**

Please mail proposals to:

Ann Sieber
Community Services Manager
San Andreas Regional Center
P.O. Box 50002
San Jose, CA 95150-0002

Or email them to: asieber@sarc.org

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

Ann Sieber – asieber@sarc.org

Saskia Vandekamp – svandekamp@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

(Insert the schedule for the selection process, i.e. dates and times of

1. RFP Orientation-(as needed by request)
2. Initial review period timeframe and announcement of those proposals moving to interview phase.-January 7, 2019
3. RFP Review Committee interview dates, locations, etc.- January 13, 2020
4. Notification of selected service provider-January 17, 2020
5. Date service(s) will begin-July 1, 2020

Applicants responding to this RFP who are currently vendored providers for San Andreas or any other regional center must have services in good standing. Providers with Substantial Inadequacies (SI's), or Type A deficiencies with Community Care Licensing in the past 24 months shall provide a written description of the SI(s) and/or Type A deficiencies and of all corrections that have been made. Applicants must also disclose any past, present, or pending licensure revocations, probation or denials, including but not limited to: CCL, Public Health Licensing or any agency providing services to people with disabilities, children or the elderly.