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

TO: All Potential Request for Proposal Respondents

FROM: Ann Sieber, CPP Housing Specialist and Jeffrey Darling, Associate Director of Community Services, San Andreas Regional Center

DATE: October 10, 2019

RE: Enhanced Behavioral Supports Home (Housing Services -Acquisition and Remodeling) - Request for Proposal

San Andreas Regional Center

San Andreas Regional Center (SARC) is a community-based, private nonprofit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. The Lanterman Act is part of California law that sets out the rights and responsibilities of persons with developmental disabilities. San Andreas is one of 21 Regional Centers throughout California serving individuals and their families who reside within Monterey, San Benito, Santa Clara, and Santa Cruz Counties.

Service Description

The intent of this project is to establish a California DSS/CCLD licensed Children's Residential Facility which is vendored as Specialized Residential Facility / Enhanced Behavioral Supports Home (EBSH) for up to four children with severe maladaptive behaviors (e.g. aggression, self-injury, property destruction, running/wandering away, etc.). The facility is intended to serve individuals up to the age of 22 while in school, individuals who may be coming from long-term institutional settings, or from other settings already within the community. The facility must provide for the individuals' needs for independence, choice and community integration in order to meet the eligibility requirements for federal funding including, but not limited to, the following;

- The provision of individualized services,
- Decision-making by residents on day-to-day activities in the home or community, visitors, when and what to eat, etc.,
- Common space that promotes interaction,
- Private bedrooms with personal décor,
- Private or semi-private bathrooms,
- Access to a kitchen at all times,
- Private space to visit with friends and family,
- Private space for use of telephone
- Private space to store personal items

The service provider should have experience developing housing for people with developmental disabilities, ideally housing for children with forensic involvement and/or dual-diagnoses. **The provider will be responsible for acquiring and remodeling a site suitable for this type of facility.** Home will be located in Monterey County.

Funding will be available through San Andres Regional Center's Community Placement Plan (CPP) approved by the Department of Developmental Services (DDS) for Fiscal Year 2019/2020 as follows:

Property Acquisition:	up to $400,000
Property Rehabilitation:	up to $200,000
	Total = $600,000

(Title 17 regulations for Enhanced Behavioral Supports Homes are in the process of being drafted by DDS. The provider of the residential services in this home will be chosen through an additional RFP.)

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
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 housing and its proposed; location, cost, design, etc.
7. Proposed timeline for development of housing.

Estimated Service Duration
Housing to be ready by November 1, 2020. Residential Services will begin by January 1, 2021.

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 November 13, 2019**.
Please mail proposals to:

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

Proposals that are late, FAXED, or e-mailed 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
Ann Sieber – asieber@sarc.org
Jeffery Darling - jdarling@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. For more information please contact Ann Sieber at asieber@sarc.org or Jeff Darling at jdarling@sarc.org.
2. Initial review period: November 14, 2019 to November 21, 2019
3. Announcement of those proposals moving to interview phase: November 22, 2019.
4. RFP Review Committee interview: December 4, 2019 at
   San Andreas Regional Center
   6203 San Ignacio Ave, Suite 200
   San Jose, CA 95119
5. Notification of selected service provider: December 6, 2019
6. Award of contract: December 9, 2019.
7. Housing to be ready by July 1, 2020. Residential Services will begin by January 1, 2021.

Appendix A

Service Description

San Andreas Regional Center (SARC) has identified a resource need for individuals served for FY 2019-2020.

SARC may elect to vendor all, part, or none of the project, depending on:

1. **Funding availability as approved by Department of Developmental Services (DDS) and**
2. **Quality of proposals received.**

Proposals submitted after the indicated timelines will **NOT** be considered.

Service Description

The intent of this project is to establish a California DSS/CCLD licensed Adult Residential Facility which is vendored as a Specialized Residential Facility/Enhanced Behavioral Supports Home (EBSH) for four children with severe maladaptive behaviors (e.g. aggression, self-injury, property destruction, running/wandering away, etc.) and possible coexisting mental health diagnosis. The facility is intended to serve individuals up to the age of 22 years old while still in school, individuals who may or be coming from long-term institutional settings or from other settings already within the community. The facility must provide for the individuals' needs for independence, choice and community integration in order to meet the eligibility requirements for federal funding including, but not limited to, the following;

- The provision of individualized services,
- Decision-making by residents on day-to-day activities in the home or community, visitors, when and what to eat, etc.,
- Common space that promotes interaction,
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The service provider should have experience developing housing for people with developmental disabilities, ideally housing for people with forensic involvement and/or dual-diagnoses. **The provider will be**

responsible for acquiring and remodeling a site suitable for this type of facility. Home will be located in Monterey County.

Funding will be available through San Andreas Regional Center's Community Placement Plan (CPP) approved by the Department of Developmental Services (DDS) for Fiscal Year 2019/2020 as follows:

Property Acquisition:	up to $400,000
Property Rehabilitation:	up to $200,000
	Total = $600,000

(Title 17 regulations for Enhanced Behavioral Supports Homes are in the process of being drafted by DDS. The provider of the residential services in this home will be chosen through an additional RFP.)

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

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Appendix B

RFP TITLE PAGE
Request for Proposal – Fiscal Year 2019 – 2020

TO: Selection Committee

Ann Sieber
San Andreas Regional Center
6203 San Ignacio Ave, Suite 200
San Jose, CA. 95119

_____
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 Fax 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 applicants must complete this statement.

Current Assets	
Cash in Banks	$
Accounts Receivable	$
Notes Receivable	$
Equipment / Vehicles	$
Inventories	$
Deposits / Prepaid Expenses	$
Life Insurance (Cash Value)	
Investment Securities (Stocks and Bonds)	
Fixed Assets	
Buildings and / or Structures	$
Long Term Investments	$
Potential Judgments and Liens	$
Current Liabilities	
Accounts Payable	$
Notes Payable (Current Portion)	$
Taxes Payable	$
Lont-Term Liabilities	
Notes / Contracts	$
Real Estate Mortgages	
Other Income, Wages or Revenues from other Sources	
(Specify)	$
Line of Credit	
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 2019 – 2020

[ ] 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 2019 – 2020

[ ] 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

ESTIMATED COST WORKSHEET

All applicants must complete this worksheet.

Staff and Administrative Costs	
Staff Salaries and Wages: Specify details- attach details if needed	$
Staff Benefits including Workman's Compensation: Specify details- attach details if needed	$
Administrative Overhead	$
Program Consultant Fees	$
Staff Training Costs	$
Travel Expenses	$
Business/ Office Related Costs	
Communication Costs	$
Office Supplies	$
Office Equipment/ Rental & Maintenance Costs and Supplies	$
Building and Facility Program Related Costs*	
Space Costs-Rental or lease	$
Utilities Costs	$
Insurance Costs	$
Fire Safety Costs/Maintenance	$
Facility Maintenance	$
Specific Training Costs: Specify	$
Other Costs: Specify	$
TOTAL MONTHLY COSTS	$

If necessary, adjust the above schedule to your program needs but address requested line items. If the cost is not applicable to your program, please state N/A and provide reasons for its being not applicable.

In addition to the projected cost for each line item, be sure to include a detailed breakdown/description of how each line item total was arrived at. Additional schedules may be submitted for this purpose. This information is being requested for the purposes of ensuring that potential vendors have fully considered estimates on all possible costs that might arise in the development and/or operation of this program. It will also be used by the RFP Review Committee to determine reasonable reimbursement amounts for the service(s).

Appendix F

Description of Proposed Housing

1. Location
2. Cost
3. Design features
4. Proposed timeline for development