



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: Gina Jennings, CRDP Specialist
Saskia Vandekamp, Associate Director of Community Services

DATE: 3/25/2021

RE: Enhanced Behavioral Supports Home (Housing Services -Acquisition and Remodeling) - Request for Proposal SARC-2021-3

San Andreas Regional Center

San Andreas Regional Center (SARC) is a community-based, private nonprofit corporation 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 forth 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 intention of this RFP is to develop a California DSS/CCLD licensed Adult Residential Facility which is vendored as an Enhanced Behavioral Supports Home (EBSH) for four adults with severe behavioral support needs (e.g., aggression, self-injury, property destruction, running/wandering away, etc.) and who may be involved with the judicial system. The facility will serve individuals from long-term institutional/locked settings or other settings within the community and provide a long-term home for each individual. The services must offer opportunities to maximize independence, choice, and encourage and support community integration 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 the use of telephone
- Private space to store personal items

The facility will be located with sensitivity to ensure little to no access to schools, playgrounds, or other areas where children may gather if needed based on the profiles of individuals identified.

Requirements or modifications necessary for the home include, but are not limited to:

- Shatter-proof windows
- Capability to be licensed as a Four Bed Non-Ambulatory home
- Reinforced walls
- A clear line of sight
- Secured fixtures and appliances
- Secure fencing surrounding the property
- Anti-ligature fixtures

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 2020/2021 as follows:

Property Acquisition: up to \$400,000
 Property Rehabilitation: up to \$450,000
 Total = \$850,000

(The provider of the residential services in this home will be chosen through a separate 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
2. Appendix B – Proposal Title Page
3. Appendix C – Financial Statement
4. Appendix D – Statement of Obligations

5. Appendix E – Resumes, Statement of Qualifications and References including:
 - 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 within the San Andreas catchment area.
 - d. Statement of evidence of ability to work within the scope of Title 17 regulations governing vendorization and San Andreas policies and procedures.
6. Appendix F - Description of housing and its proposed: location, cost, design, timeline for the development of housing, etc.

Estimated Service Duration

Housing to be ready by **March 1, 2022**. Residential Services will begin by **April 1, 2022**.

Assumptions and Agreements

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

Submission Information

Proposals must be postmarked by **5:00 PM on April 16, 2021**. Please e-mail proposals to Gina Jennings (gjennings@sarc.org) or mail to:

Gina Jennings
CRDP Specialist
San Andreas Regional Center
6203 San Ignacio Ave, Suite 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

Gina Jennings – gjennings@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)	20%	
Fiscal Responsibility (including Attachment C – Financial Statement)	20%	
Qualifications (including Attachment E – Resumes, Statement of Qualifications and References)	20%	
Proposal Narrative (including Attachment F – Description of Housing)	20%	
Interview	20%	

Anticipated Selection Schedule

1. Proposals due: **April 16, 2021.**
2. Orientation available upon request. Please contact Gina Jennings at gjennings@sarc.org.
3. Initial review period: **April 19, 2021 to April 23, 2021.**
4. Announcement of proposals moving to interview phase: **April 23, 2021**
5. Interview: **April 27, 2021 from 1 pm to 5 pm** via Zoom.
6. Notification of selected service provider: **April 30, 2021.**
7. Award of contract: **June 1, 2021.**
8. Housing to be ready by: **March 1, 2022.**
9. Residential Services to begin by: **April 1, 2022.**

Appendix A

San Andreas RFP Service Description

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Appendix B

RFP TITLE PAGE
Request for Proposal – Fiscal Year 2020/2021

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, Ste.200
San Jose, CA. 95119
ATTENTION: Gina Jennings, CRDP Specialist

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

FINANCIAL STATEMENT		
All respondents must complete this statement for last complete fiscal year <u>and</u> current fiscal year to date.		
CURRENT ASSETS	Last FY	Current FY
Cash in Bank		
Accounts Receivable		
Notes Receivable		
Equipment / Vehicles		
Inventory		
Deposits/ Prepaid Expenses		
Life Insurance (Cash Value)		
Investment Securities		
TOTAL CURRENT ASSETS =		
FIXED ASSETS		
Buildings and /or Structures		
Long Term Investments		
Potential Judgements and Liens		
TOTAL FIXED ASSETS =		
TOTAL CURRENT AND FIXED ASSETS =		
CURRENT LIABILITIES		
Accounts Payable		
Notes Payable		
Taxes Payable		
TOTAL CURRENT LIABILITIES =		
LONG TERM LIABILITIES		
Notes / Contracts		
Real Estate Mortgages		
TOTAL LONG TERM LIABILITIES =		
TOTAL CURRENT AND LONG TERM LIABILITIES =		
Equity =		
TOTAL LIABILITIES AND EQUITY =		
OTHER INCOME - Revenue 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 2020 – 2021?

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 2020 – 2021?

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

Resumes, Statement of Qualifications, & References Request for Proposal – Fiscal Year 2021/2022

(Submit full resumes and reference list as attachments here after statement of qualifications.)

Appendix F

Description of Proposed Housing Development

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