



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

DATE: April 23, 2021

RE: Enhanced Supported Living Services

Geographic location: Santa Clara County

Start-Up Funds: \$125,000.00

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 out persons with developmental disabilities' rights and responsibilities. San Andreas serves individuals and their families who reside within Monterey, San Benito, Santa Clara, and Santa Cruz Counties and is one of 21 Regional Centers in the state of California.

Service Description

SARC has determined a need for an Enhanced Supported Living Services (ESLS) service provider to serve Santa Clara. This provider embraces the guiding principles of Supported Living Services (SLS) set forth in Section 4689(a) of the Lanterman Act and will meet all standard functions of a supported living services agency. In addition, the ESLS service provider will provide enhanced tailored supports with a focus on serving individuals who

have not been successful in other placements and/or who may be at risk of placement in a more restrictive setting. Individuals served may include:

1. Individuals with intense behaviors
2. Individuals with forensic involvement
3. Individuals with a mental health diagnosis
4. Individuals struggling with substance abuse
5. Individuals who were unsuccessful in other living arrangements due to behaviors or forensic involvement
6. Individuals who are deemed to need a higher level of services based on a 4418 and comprehensive assessment

The ESLS is an organization under contract to and vendored by a Regional Center. The ESLS will provide specialized assessment, taking into consideration trauma-informed care and person-centered planning. ESLS transition services would include specialized supports and the ESLS will assist in securing housing. Ongoing services would be provided by a highly qualified administrator, case managers, and direct support professionals with extensive initial and ongoing training to meet the unique needs of the individuals served. The ESLS would provide a set number of consultant hours to appropriately support each individual and use principles of trauma-informed care, positive behavioral approaches, and person-centered thinking practices as the foundation of their services.

San Andreas will work closely with the ESLS service provider and the Department of Developmental Services to request a 637 waiver to the existing SLS median rates with justification for an enhanced rate.

Board members and employees of regional centers are prohibited from submitting proposals. Refer to Title 17, 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 - Resumes, Statement of Qualifications and References.
This 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 within 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 – Statement of Obligations
 6. Appendix F – Estimated Cost Worksheet
 7. Appendix G – Program Summary

Contract Requirements

The ESLS provider must enter into contract no later than **June 30, 2021** or they will not have access to the start-up funds. The contract execution goal is **June 16, 2021**.

Estimated Service Duration

Service is expected to begin no later than **September 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 **emailed** to gjennings@sarc.org by **May 21, 2021**. Proposals that are late, mailed, or faxed will not be accepted.

Please use Times New Roman font in 12 point.

Contact Persons For Additional Information or Clarification

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%	
Budgets (including Attachment E – Estimated Cost Worksheet)	20%	
Proposal Narrative (including Attachment F - Program Summary)	20%	
Interview	20%	

Anticipated Selection Schedule

1. Proposals due to San Andreas via email no later than 5:00 pm on **May 21, 2021.**
2. RFP Orientation: **May 5, 2021 from 10:00 am to 11:00 am**
<https://zoom.us/j/5311556777?pwd=a2h2T0o1VDcvT2lVYld5Z0NkVU9jUT09>
Meeting ID: 531 155 6777
Passcode: 111111
3. Initial review period: **May 24, 2021 – May 28, 2021**
4. Announcement of those proposals moving to interview phase:
June 1, 2021
5. RFP Review Committee interview (held via virtual platform):
June 3, 2021
12:00 pm - 5:00 pm
6. Notification of selected service provider: **June 7, 2021**
7. Contract fully executed: **June 16, 2021**
8. Date service will begin: **September 1, 2021**

Appendix A

San Andreas RFP Service Description Request for Proposal – Fiscal Year 2020-2021

San Andreas Regional Center

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Appendix B

RFP TITLE PAGE
Request for Proposal – Fiscal Year 2021-2022

TO: Selection Committee

Please place a copy of Appendix B on the top of the original and each of the 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

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 Qualifications/Resumes/References Request for Proposal – Fiscal Year 2021-2022

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

Appendix E

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 the current Fiscal Year?

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 the current Fiscal Year?

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 F

ESTIMATED COST WORKSHEET

Please complete four versions of this worksheet based on the intensity of services required (levels 1 through 4). Please see Appendix G for description of Service Levels.

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 G

Program Summary Enhanced Supported Living Services

As this service will be a project in development concurrent with this Request for Proposal, SARC requests a Program Summary rather than a Program Design at this time.

Please prepare a program summary that includes the following areas:

- Description of Individuals Served
- Description of Services
- Referral Process
- Assessment Process
- Transition Process
- Administrator Duties
- Case Manager Duties
- Direct Support Professional Duties
- Consultant Description
- Training Description