TO: All Potential Request for Proposal Respondents
FROM: Mia Garza, Associate Director of Community Services
       Gina Jennings, CRDP Specialist
DATE: February 24, 2023
RE: Behavioral Respite Services Request for Proposal – Fiscal Year 2022-2023

Geographic location: Santa Clara, San Benito, Monterey, and Santa Cruz Counties

Start-Up Funds: $125,000.00

San Andreas Regional Center
San Andreas Regional Center (SARC) is a community-based, private nonprofit corporation that serves
individuals and their families residing within Monterey, San Benito, Santa Clara, and Santa Cruz
Counties. It is one of 21 Regional Centers in California. The State of California funds SARC to serve
people with developmental disabilities as required by the Lanterman Developmental Disabilities Act.
The Lanterman Developmental Disabilities Services Act, known as the “Lanterman Act,” is an essential
piece of legislation passed and became law in 1969. This law declares that people with developmental
disabilities and their families have the right to receive the services and support they need to live like
people without disabilities.

Service Description
SARC has determined a need for respite services for those with behaviors of concern that have
excluded their families from receiving this critical family support. Behavioral Respite Services (BRS) is
intermittent or regularly scheduled non-medical care and/or supervision/support provided in-home
for children through adulthood with I/DD who have behavioral support needs.
This service provider embraces and provides services that align with Title 17, Sections 56780 – 56802 and the Lanterman Act meeting all standard functions of a Respite Services agency.

The BRS service provider will:

- Assist family members in maintaining their loved ones with behaviors of concern at home. Behaviors of concern may occur frequently and can range in intensity. The behaviors that may be encountered are:
  - physical aggression towards self and others,
  - property destruction,
  - elopement,
  - pica,
  - self-injurious behavior.
- Provide appropriate care and supervision to ensure the loved one’s safety while family members are away.
- Relieve family members from the constantly demanding responsibility of caring for their loved ones.
- Attend to the basic self-help needs and other activities of daily living, including interaction, socialization, and continuation of usual daily routines, which the family members would ordinarily perform.
- Design and implement the individual behavior intervention plans. In some cases, the family may be working with a BCBA and have a home plan. In those cases, the BRA will collaborate with and implement the plan already in place.

The BRS is contracted and vended by a Regional Center. The BRS will provide specialized assessment considering trauma-informed care of those served and extensive initial and ongoing training to meet the unique behavioral needs of the individuals served. The BRS must also recruit and train staff to address the behavioral and supervision needs of those receiving the service. Ongoing services would be provided by a highly qualified Director/Manager, BCBA/BCaBA, and direct support professionals with at least six months prior experience providing direct care with behavioral support to those with a developmental disability.

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.

Please refer to the Request for Proposal and Submission Guidelines below for proposal requirements, timelines for submission, the basis for the award, the anticipated selection schedule, etc.
San Andreas RFP Service Description
Request for Proposal and Submission Guidelines – Fiscal Year 2022-2023

RFP Orientation: Provided upon request via email to gjennings@sarc.org to schedule before March 10, 2023.

Proposal Requirements
1. Appendix A – Proposal Title Page
2. Appendix B – Financial Statement
3. Appendix C – Statement of Obligations
4. Appendix D – Estimated Cost Worksheet
5. Appendix E - Resumes, Statement of Qualifications, and References. Please include:
   a. Evidence that the applicant possesses the organizational skills, education, and experience necessary to complete a project of this scope.
   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. Statement outlining the ability to work within the scope of Title 17 regulations governing vendorization and SARC policies and procedures.
6. Appendix F – Program Summary

Contract Requirements
The RBS service provider must enter into a contract by June 30, 2023, or they will not have access to the start-up funds. The contract execution goal is May 1, 2023.

Estimated Service Duration
Service is expected to begin by October 3, 2023.

Assumptions and Agreements
Proposals will not be returned to the submitter. SARC reserves the right to dismiss any submission if it does not meet the criteria established in this RFP.

Submission Information
Proposals must be emailed to gjennings@sarc.org by March 24, 2023. Submissions must be on time, mailed, or faxed to be accepted.

Please use Times New Roman font in 12 point.
Contact Persons for Additional Information or Clarification
Gina Jennings – gjennings@sarc.org
Mia Garza – mgarza@sarc.org

The Basis for Award of Contract

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<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
<th>Score</th>
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<tbody>
<tr>
<td>Agency Experience and Background (including Attachment C - Statement of Obligations &amp; Attachment E – Resumes, Qualifications, References)</td>
<td>20%</td>
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<td>Fiscal Responsibility (including Attachment B - Financial Statement)</td>
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<tr>
<td>Budgets (including Attachment D - Estimated Cost Worksheet)</td>
<td>20%</td>
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<td>Proposal Narrative (including Attachment F - Program Summary)</td>
<td>20%</td>
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<tr>
<td>Interview</td>
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Anticipated Selection Schedule
1. Proposals are due to San Andreas via email by 5:00 pm on March 24, 2023
2. Initial review period: March 27, 2023 – March 31, 2023
3. Announcement of those proposals moving to the interview phase: April 3, 2023
4. RFP Review Committee interview (held via the virtual zoom platform):
   - April 11, 2023
   - 12:00 pm - 5:00 pm
5. Notification of selected service provider: April 14, 2023
6. Contract fully executed: May 1, 2023
7. Date service will begin: October 3, 2023
Appendix A

RFP TITLE PAGE
Request for Proposal – Fiscal Year 2022-2023

TO: Selection Committee

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

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 B

**FINANCIAL STATEMENT**

Please complete this statement for the last complete fiscal year and current fiscal year to date.

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<thead>
<tr>
<th>CURRENT ASSETS</th>
<th>Last FY</th>
<th>Current FY</th>
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<td>Cash in Bank</td>
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<tr>
<td>Accounts Receivable</td>
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<td>Notes Receivable</td>
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<tr>
<td>Equipment / Vehicles</td>
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<tr>
<td>Inventory</td>
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<tr>
<td>Deposits/ Prepaid Expenses</td>
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<tr>
<td>Life Insurance (Cash Value)</td>
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<tr>
<td>Investment Securities</td>
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**TOTAL CURRENT ASSETS =**

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<th>FIXED ASSETS</th>
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<td>Long Term Investments</td>
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<td>Potential Judgements and Liens</td>
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**TOTAL FIXED ASSETS =**

**TOTAL CURRENT AND FIXED ASSETS =**

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<tr>
<th>CURRENT LIABILITIES</th>
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<td>Accounts Payable</td>
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<td>Notes Payable</td>
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<tr>
<td>Taxes Payable</td>
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**TOTAL CURRENT LIABILITIES =**

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<tr>
<th>LONG TERM LIABILITIES</th>
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<tr>
<td>Notes / Contracts</td>
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<tr>
<td>Real Estate Mortgages</td>
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**TOTAL LONG-TERM LIABILITIES =**

**TOTAL CURRENT AND LONG-TERM LIABILITIES =**

**Equity =**

**TOTAL LIABILITIES AND EQUITY =**

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<th>OTHER INCOME - Revenue from other Sources</th>
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<th>LINE OF CREDIT</th>
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<tr>
<td>Amount Available</td>
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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 a 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, Notice of Immediate Danger, an A or B citation, 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 staff member 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 D

### ESTIMATED COST STATEMENT

#### Service Provider Cost Estimate

Please refer to Title 17 for descriptions of the expense and income items listed in this document. The text of Title 17 is available on the Department of Developmental Services (DDS) website at https://www.dds.ca.gov/. If you need assistance, you may contact your Resource Specialist. **NOTE:** A separate cost statement must be submitted for each vendor number. Do not combine costs and/or income for separately vendored services.

Please complete fields in Sections A, B, C, and D. You must ensure that the costs and wages you are entering are consistent with the rate type, i.e., hourly, monthly, etc.

#### SECTION A: DIRECT SERVICE STAFF COSTS (HOURLY)

- **Labor: Proposed Wage - Direct Support Staff**
- **Labor: Mandated Payroll Tax Deductions (FICA, etc.)**
- **Labor: Benefits Cost (Medical Insurance, etc.)**

**TOTAL DIRECT SERVICE STAFF EXPENSES**

#### SECTION B: OPERATING COSTS (MONTHLY)

- **Consultant (Non-Administrative Duties Only)**
- **Staff Recruitment, Background Checks, Physical Exams**
- **Professional Licensing, Certification, Permits**
- **Non-Administrative Training**
- **Non-Administrative Lease Costs**
- **Non-Administrative Equipment**
- **Non-Administrative Repair and Maintenance**
- **Non-Administrative Transportation Costs**
- **Non-Administrative Program Supplies**
- **Other Direct Operating Expenses (Must Identify in the Space Below)**

**TOTAL OPERATING EXPENSES**

#### SECTION C: ADMINISTRATIVE COSTS (MONTHLY)

Senate Bill 74 (Chapter 9, Statutes of 2011), enacted as of March 24, 2011, adds Section 4629.7 to the Welfare and Institutions Code (WIC) and expressly requires that for services where rates paid to vendors are
considered to be "negotiated" rates, not more than 15% of Regional Center purchase of service (POS) funds may be spent on vendor administrative costs.

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<tbody>
<tr>
<td>(1) Salaries, wages, and employee benefits for managerial personnel whose primary purpose is the administrative management of the entity, including, but not limited to, directors and chief executive officers.</td>
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</tr>
<tr>
<td>(2) Salaries, wages, and benefits of employees who perform administrative functions, including, but not limited to, payroll management, personnel functions, accounting, budgeting, and facility management.</td>
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<tr>
<td>(3) Facility and occupancy costs, directly associated with administrative functions.</td>
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<td>(4) Maintenance and repair.</td>
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<td>(5) Data processing and computer support services.</td>
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<td>(6) Contract and procurement activities, except those provided by a direct service employee.</td>
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<tr>
<td>(7) Training directly associated with administrative functions.</td>
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<tr>
<td>(8) Travel directly associated with administrative functions.</td>
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<tr>
<td>(9) Licenses directly associated with administrative functions.</td>
<td></td>
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<tr>
<td>(10) Taxes.</td>
<td></td>
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<tr>
<td>(11) Interest.</td>
<td></td>
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<tr>
<td>(12) Property insurance.</td>
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<tr>
<td>(13) Personal liability insurance directly associated with administrative functions.</td>
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<tr>
<td>(14) Depreciation.</td>
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<tr>
<td>(15) General expenses, including, but not limited to, communication costs and supplies directly associated with administrative functions.</td>
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</table>

**Total Administrative Costs**

**Comments:**

If necessary, adjust the above worksheet to your program needs but address the requested line items. If the cost does not apply to your program, please state N/A.

This information is requested to ensure that potential vendors have fully considered estimates on all possible costs that might arise in this program’s development and operation.
Appendix E

Statement of Qualifications/Resumes/References

(Submit full resumes and reference list as attachments hereafter statement of qualifications.)
Appendix F

Program Summary
Behavioral Respite 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 and holds the values outlined in the regulations. **We encourage you to add any additional areas that may be important to designing BRS.**

- Programs Vision and Mission
- Description of Individuals Served
- Entrance, Exit, and Exclusion Criteria
- Description of Services
  - The description should demonstrate how the services incorporate/address the following:
    - Person Centered Thinking
    - Cultural Diversity
    - Positive Behavioral Supports
    - Trauma Informed Care
    - Developing behavioral intervention plans
    - Implementing pre-existing behavioral programs if needed
- Referral Process
- Individualized Assessment Process-Getting to know the family and their loved one's needs.
- How behavioral intervention plans will be developed and, if collaboration is required with other BCBAs, how that will be managed.
- Staff Training Plan
  - Onboarding
  - Ongoing

Include the following appendices:
- Organizational Chart
- Qualifications and Duty Statements for;
  - Director
  - Manager
  - BCBA
  - Direct Support Professional
  - Consultants etc.