



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: 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 BRS will collaborate with and implement the plan already in place.

The BRS is contracted and vendored 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

Criteria	Percentage	Score
Agency Experience and Background (including Attachment C - Statement of Obligations & Attachment E – Resumes, Qualifications, References)	20%	
Fiscal Responsibility (including Attachment B- Financial Statement)	20%	
Budgets (including Attachment D - Estimated Cost Worksheet)	20%	
Proposal Narrative (including Attachment F - Program Summary)	20%	
Interview	20%	

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.

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 C

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.	
(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.	
(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.	
(3) Facility and occupancy costs, directly associated with administrative functions.	
(4) Maintenance and repair.	
(5) Data processing and computer support services.	
(6) Contract and procurement activities, except those provided by a direct service employee.	
(7) Training directly associated with administrative functions.	
(8) Travel directly associated with administrative functions.	
(9) Licenses directly associated with administrative functions.	
(10) Taxes.	
(11) Interest.	
(12) Property insurance.	
(13) Personal liability insurance directly associated with administrative functions.	
(14) Depreciation.	
(15) General expenses, including, but not limited to, communication costs and supplies directly associated with administrative functions.	
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 BCBA's, 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.