



**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: Mia Garza, Associate Director of Community Services  
Gina Jennings, CRDP Specialist  
DATE: February 16, 2024  
RE: Transitional Housing (Housing Services-Acquisition)  
SARC-2324-5

**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**

This RFP intends to develop Transitional Housing, and SARC is seeking a Housing Development Organization to purchase housing units (duplex, tri-plex, or ADUs) for adult transitional housing. The housing may include space and support services nearby or on-site for those needing independent/supported living services or while waiting for more long-term appropriate housing or service options to be secured. Renovation funding will be allocated in the following fiscal year and depend on the type of housing purchased.

The housing is intended to serve adults who may come from long-term institutional/locked settings and require services that respond to their unique needs. Individuals may have behaviors of concern that are severe and involve inappropriate sexual or social behaviors, aggression, self-injury, property destruction, and elopement.

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 2023-2024 as follows:

Property Acquisition: up to \$1,000,000

(The provider of the services in this home will be chosen through an additional RFP.)

For-profit or non-profit corporations may submit proposals.

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.

Please refer to the Request for Proposal and Submission Guidelines on the next page 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 2023-2024**

**RFP Orientation:** Provided upon request via email to [gjennings@sarc.org](mailto:gjennings@sarc.org) to schedule before March 22, 2024.

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, 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 SARC policies and procedures.
6. Appendix F - Description of housing and its proposed location, cost, design, and proposed timeline for the development of the home.

Estimated Service Duration

Housing is to be ready by December 31, 2025. Residential Services will begin by May 31, 2026.

Contract Requirements

HDO must enter into a contract by **June 30, 2024**, or they will not have access to the start-up funds. The contract execution goal is **May 1, 2024**.

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](mailto:gjennings@sarc.org) by **April 5, 2024**. Submissions must be on time to be accepted; mail or faxed proposals will not be accepted.

Please use Times New Roman font in 12 point.

### 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 – HDO Development Plan)	20%	
Interview	20%	

### Contact Persons For Additional Information or Clarification

Gina Jennings – [gjennings@sarc.org](mailto:gjennings@sarc.org)

Mia Garza – [mgarza@sarc.org](mailto:mgarza@sarc.org)

### Anticipated Selection Schedule

1. Proposals are due to San Andreas via email by 5:00 pm on **April 5, 2023**.
2. Initial review period: **April 6, 2024 – April 10, 2024**
3. Announcement of those proposals moving to the interview phase on **April 12, 2022**.
4. RFP Review Committee interview (held via the virtual Zoom platform):  
**April 25, 2024**  
**10 am to 1 pm**
5. Notification of selected service provider: **April 29, 2023**
6. Contract fully executed: **May 15, 2024**
7. Date service will begin: **May 31, 2023**

Appendix A

**RFP TITLE PAGE**  
**Request for Proposal – Fiscal Year 2023 – 2024**

TO: Selection Committee

Please place a copy of Attachment B on top of the original and each of the (insert number here) copies.

San Andreas Regional Center  
6203 San Igancio Ave, Ste.200  
San Jose, CA. 95119  
ATTENTION: Gina Jennings, CRDP Specialist

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Program Title (Please Print)

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Name of Individual or Organization Submitting Proposal (Please Print)

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Address of Individual or Organization Submitting Proposal (Please Print)

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Signature of Person Authorized to Bind Organization

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Contact Person for Project (Please Print)

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Telephone Number of Contact Person

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Fax Number of Contact Person

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Email Address of Contact Person

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Name of Parent Corporations (If Applicable) (Please Print)

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Applicant or Organization Contact Person:

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Author of Proposal if Different from Individual Submitting Proposal

# Appendix B

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

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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:

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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:

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\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date



## Appendix D

### ESTIMATED COST WORKSHEET

All applicants must complete this worksheet.

<b>Staff and Administrative Costs</b>	
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	\$
<b>Business/ Office Related Costs</b>	
Communication Costs	\$
Office Supplies	\$
Office Equipment/ Rental & Maintenance Costs and Supplies	\$
<b>Building and Facility Program Related Costs*</b>	
Space Costs-Rental or lease	\$
Utilities Costs	\$
Insurance Costs	\$
Fire Safety Costs/Maintenance	\$
Facility Maintenance	\$
<b>Specific Training Costs: Specify</b>	
	\$
<b>Other Costs: Specify</b>	
	\$
<b>TOTAL MONTHLY COSTS</b>	\$

If necessary, adjust the above schedule to your program needs but address requested line items. If the cost does not apply to your program, please state N/A and explain why it is 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 to ensure that potential vendors have fully considered estimates on all possible costs that might arise in the development and/or operation of this program. The RFP Review Committee will also use it to determine reasonable reimbursement amounts for the service(s).

# Appendix E

Resumes, Statement of Qualifications, and References

## Appendix F

Description of housing and its proposed location, cost, design, and the timeline for the home's development.